

IN THE SUPREME COURT OF THE STATE OF NEVADA

ALEXANDER FALCONI D/B/A
OUR NEVADA JUDGES,

Petitioner,

vs.

CLARK COUNTY EIGHTH
JUDICIAL DISTRICT COURT,

Respondent.

Case No.:

Electronically Filed
Jun 29 2022 02:28 p.m.
Elizabeth A. Brown
Clerk of Supreme Court

PETITIONER'S APPENDIX

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PLAINTIFF'S APPENDIX

DATE	DOCUMENT DESCRIPTION	VOLUME	PAGE Nos.
04/11/22	ORDER AMENDING PART I AND PART V OF THE RULES OF PRACTICE FOR THE EIGHTH JUDICIAL DISTRICT COURT	I	1 - 123

DATED this 29th day of June 2022.

Respectfully submitted:

**AMERICAN CIVIL LIBERTIES
UNION OF NEVADA**

/s/ Sophia A. Romero

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Counsel for Petitioner

CERTIFICATE OF SERVICE

I hereby certify that on the 29th day of June 2022, I caused a true and correct copy of the foregoing **PETITIONER'S APPENDIX** to be served via U.S. Mail delivery to the following:

Chief Judge Linda Bell
Eighth Judicial District Court
200 Lewis Ave.,
Las Vegas, Nevada 89101

Andres Moses, Esq.
General Council
Eighth Judicial District Court
200 Lewis Ave.,
Las Vegas, Nevada 89101

/s/Courtney Jones
An employee of ACLU of Nevada

IN THE SUPREME COURT OF THE STATE OF NEVADA

IN THE MATTER OF THE
AMENDMENT OF PART I AND V OF
THE RULES OF PRACTICE FOR THE
EIGHTH JUDICIAL DISTRICT COURT

ADKT 0590

FILED

APR 11 2022

ELIZABETH A. BROWN
CLERK OF SUPREME COURT

BY  CHIEF DEPUTY CLERK

*ORDER AMENDING PART I AND PART V OF THE RULES OF
PRACTICE FOR THE EIGHTH JUDICIAL DISTRICT COURT*

WHEREAS, on January 10, 2022, Linda Bell, Chief Judge, and Joseph Hardy, Jr., Judge, Eighth Judicial District, filed a petition in this court seeking to amend Part I and Part V of the Rules of Practice for the Eighth Judicial District Court. Accordingly,


IT IS HEREBY ORDERED that the proposed amendments to Part I and Part V of the Rules of Practice for the Eighth Judicial District Court shall be adopted and shall read as set forth in Exhibit A.

IT IS FURTHER ORDERED that the amendments to Part I and Part V of the Rules of Practice for the Eighth Judicial District Court shall be effective 60 days from the date of this order. The clerk of this court shall cause a notice of entry of this order to be published in the official publication of the State Bar of Nevada. Publication of this order shall be accomplished by the clerk disseminating copies of this order to all subscribers of the advance sheets of the Nevada Reports and all persons and agencies listed in NRS 2.345, and to the executive director of the State Bar of Nevada. The certificate of the clerk of this court as to the accomplishment of the above-described publication of notice of entry and dissemination of

this order shall be conclusive evidence of the adoption and publication of the foregoing rule amendments.


Dated this 11TH day of April, 2022.

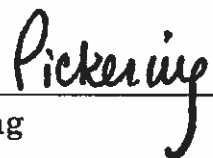

Parraguirre


Hardesty, J.


Stiglich, J.


Cadish, J.


Silver, J.


Pickering, J.


Herndon, J.

cc: Hon. Linda Bell, Chief District Judge
Hon. Joseph Hardy, Jr., District Judge
All District Court Judges
Clark County Bar Association
Washoe County Bar Association
First Judicial District Bar Association
Elko County Bar Association
Douglas County Bar Association
Ann Morgan, President, State Bar of Nevada
Kimberly Farmer, Executive Director, State Bar of Nevada
Administrative Office of the Courts

EXHIBIT A

AMENDMENT TO PART I AND PART V OF THE RULES OF PRACTICE FOR THE EIGHTH JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA

PART I. ORGANIZATION OF THE COURT AND ADMINISTRATION

* * *

Rule 1.31. Presiding judge—family/civil/criminal divisions.

(a) The chief judge shall appoint a presiding judge to manage the family division of the district court.

(b) The presiding judge is responsible for the following judicial duties:

(1) The presiding judge's own caseload comprised of one-half of a regular department caseload or the juvenile judge position normal caseload, and any overflow domestic calendar;

(2) Guardianship [~~Calendars:~~] calendars:

~~[(i)]~~ (A) To hear, or arrange for hearing by another family division judge, all guardianship matters, including all contested guardianship matters and objections to a commissioner's findings;

~~[(ii)]~~ (B) Meet with and supervise the guardianship commissioner in the performance of his or her [~~duties under Rule 5.91 et seq.~~] duties.

(3) Protective [~~Order Calendars:~~] order calendars:

~~[(i)]~~ (A) Hear all matters involving temporary and extended protective orders against domestic violence under NRS 33.017, including all contested matters and objections to a commissioner's findings, unless the matter has been assigned to a specific family division judge;

~~[(ii)]~~ (B) Meet with and supervise the domestic violence commissioner in the performance of his or her ~~[duties under Rule 5.22.]~~ duties.

~~[(iii)]~~ (C) Review and approve or disapprove of the recommendation of the domestic violence commissioner with respect to the disposition of all initial TPO petitions unless the matter has been assigned to a specific family division judge.

(4) Mental ~~[Commitment Calendars:]~~ commitment calendars:

~~[(i)]~~ (A) To refer all mental commitment hearings to a mental commitment hearing master, hear, or arrange for such hearing by another family division judge, whether contested or an objection to a recommendation;

~~[(ii)]~~ (B) Meet with and supervise ~~[Mental Commitment Hearing Master]~~the mental commitment hearing master in the performance of his or her duties under Rule 1.44.

(5) Child ~~[Support Calendars:]~~ support calendars:

~~[(i)]~~ (A) To refer all child support cases to family division hearing masters, direct the appointment of said masters with the approval of the family division judges, hear all objections to the master's findings, unless another family division judge has been assigned to the matter, and direct the enforcement thereof as may be appropriate.

~~[(ii)]~~ (B) Meet with and supervise the activities of the child support hearing masters in the performance of their duties under Rule 1.40.

~~[(iii)]~~ (C) Review and ~~[sign-off on]~~ approve or disapprove of the recommendations of the child support masters with respect to the disposition of all child support petitions unless the matter has been assigned to a specific family division judge.

(6) Public [~~Welfare Paternity Calendars:~~] welfare paternity calendars:

[(i)] (A) To refer all public welfare paternity cases to hearing masters, direct the appointment of such masters with the approval of the family division judges, hear all objections to the master's findings, and direct the enforcement thereof as may be appropriate.

[(ii)] (B) Meet with and supervise the activities of the hearing masters in the performance of their duties [~~under Rule 1.42~~].

(7) Hear or assign all cases regarding abuse and neglect under NRS Chapter 432B [~~of the Nevada Revised Statutes~~] if the juvenile judge has a conflict preventing his or her involvement, unless the presiding judge is the juvenile judge, which will cause the matter to be randomly assigned to another family division judge.

(8) Hear or assign all cases regarding delinquency under NRS Chapter 62A through 62I [~~of the Nevada Revised Statutes~~] if the juvenile judge has a conflict preventing his or her involvement, unless the presiding judge is the juvenile judge, in which event the case will be randomly assigned to another family division judge.

(9) Meet with and supervise the activities of the discovery commissioner in the performance of his or her [~~duties under Rule 2.34~~] duties.

(10) Hear all out-of-state consents to terminate parental rights in contemplation of an adoption.

(11) Hear all motions to disqualify a family division judge when so directed by the chief judge.

(12) Review and approve or deny all initial requests to proceed in forma pauperis waiving the fees for the family litigant.

(13) Assign or reassign all cases pending in the family division of the district court.

(14) Assign or reassign courtrooms in the family division.

(15) Supervise compliance with Supreme Court Rule 251.

(16) Attend and preside over every family division judges monthly meeting.

(17) Attend every general district judges meeting.

(18) Attend every bench/bar and executive committee meeting.

(19) Complete assignments received from the chief judge of the Eighth Judicial District or Nevada Supreme Court to assist in the smooth and efficient work of the district court on behalf of the public.

(20) Attend special meetings called by the chief judge; assist with any project assigned to the family division by the chief judge.

(21) Direct the family division administrator in the management of the division and the performance of the administrator's duties including, but not limited to, the collection and compilation of statistics on the caseload and other procedures adopted by a majority vote of the family division judges to promote the objectives of the family division of the district court; meet with the family division administrator as needed.

(22) Meet with the district court administrator, the head of the Department of Family and Youth Services, the clerk's office supervisors, and family division department heads.

(23) Serve on the Department of Family and Youth Services Policy/Fiscal Affairs Board.

(24) Coordinate with the family division court clerk and the office of the court clerk for the family division to ensure quality and continuity of services necessary to the operation of the court.

(25) Meet with employees to discuss problems and/or suggestions for improvement to the family division procedures.

(26) Complete any assignment received from the chief judge of the Eighth Judicial District or Nevada Supreme Court to assist in the smooth and efficient work of the district court on behalf of the public.

Civil Presiding Judge

(a) The chief judge shall appoint a civil presiding judge to manage the civil/criminal division of the district court.

(b) The civil presiding judge is responsible for the following judicial duties:

(1) The presiding judge's own caseload;

(2) Meet with and supervise the discovery commissioner in the performance of his or her duties under Rule 2.34;

(3) Meet with and supervise the arbitration commissioner in the performance of his or her duties;

(4) Hear all motions to disqualify a civil/criminal division judge when so directed by the chief judge;

(5) Assign or reassign all civil cases pending in the civil/criminal division of the district court;

(6) Assign or reassign courtrooms in the civil/criminal division;

(7) Attend and preside over every civil division judges monthly meeting;

(8) Attend every general district judges meeting;

(9) Attend every bench/bar and executive committee meeting; and

(10) Complete assignments received from the chief judge of the Eighth Judicial District or Nevada Supreme Court to assist in the smooth and efficient work of the district court on behalf of the public.

Criminal Presiding Judge

(a) The chief judge shall appoint a criminal presiding judge to manage the civil/criminal division of the district court.

(b) The criminal presiding judge is responsible for the following judicial duties:

(1) The presiding judge's own caseload;

(2) Meet with and supervise the arraignment master in the performance of his or her duties;

(3) Hear all motions to disqualify a civil/criminal division judge when so directed by the chief judge;

(4) Assign or reassign all criminal cases pending in the civil/criminal division of the district court;

(5) Assign or reassign courtrooms in the civil/criminal division;

(6) Attend and preside over every criminal division judges monthly meeting;

(7) Attend every general district judges meeting;

(8) Attend every bench/bar and executive committee meeting; and

(9) Complete assignments received from the chief judge of the Eighth Judicial District or Nevada Supreme Court to assist in the smooth and efficient work of the district court on behalf of the public.

* * *

Rule 1.40. ~~[Child support]~~ Family division hearing masters.

~~[(a) Every child support master must be in good standing as a member of the State Bar of Nevada. The compensation of the masters may not be taxed against the parties, but when fixed by the presiding judge (with the approval of the remaining family division judges) and concurred in by the chief judge, such compensation must be paid out of appropriations made for the expenses of the court.~~

~~(b) Except as otherwise herein provided, the proceedings of the child support masters must be in accordance with the provisions of N.R.C.P. 53.~~

~~(c) The master may request a district court judge serving in the family division to make an immediate determination of appropriate sanctions for contemptuous behavior, issue a bench warrant, quash a warrant or release persons arrested thereon.~~

~~(d) The master's report must be furnished to each party at the conclusion of the proceeding and the court will accept the master's findings of fact unless clearly erroneous.~~

~~(e) Within 10 days after the conclusion of the proceeding and receipt of the report, either party may serve written objections thereto upon the other party. If no objection is filed, the report will be referred to the presiding judge and without further notice, judgment entered thereon.~~

~~(f) If a written objection is filed pursuant to this rule, application to the court for action upon the report over the objection thereto must be by motion and upon notice as prescribed in Rule 2.20.] A family division hearing master is appointed pursuant to authority established by, and in accordance with, the provisions of NRCP 53.~~

Rule 1.42. ~~[Uniform Parentage Act masters.~~

~~(a) Every paternity hearing master must be in good standing as a member of the State Bar of Nevada. The compensation of the masters may not be taxed against the parties, but when fixed by the presiding judge (with the approval of the remaining family division judges) and concurred in by the chief judge, such compensation must be paid out of appropriations made for the expenses of the court.~~

~~(b) The duly appointed paternity hearing master must conduct informal, closed hearings pursuant to NRS Chapter 126 and in so doing has the authority to:~~

~~(1) Determine whether a defendant qualifies for court-appointed counsel.~~

~~(2) Appoint, with the consent of the presiding judge, counsel for those defendants who qualify.~~

~~(3) Order blood tests and review the results thereof.~~

~~(4) Make and file a written final recommendation for settlement.~~

~~The paternity hearing master must rule on all motions and questions of law and evidence put to the master. Said decisions and rulings are final and not appealable, subject only to timely rejection of the final recommendation of the paternity hearing master.~~

~~(c) Any party may reject the final recommendation of the paternity hearing master as to the issue of paternity. Written notice of rejection must be filed with the court and served upon all parties within 10 days of receiving a copy of the final recommendation of the paternity hearing master. If notice of rejection is not filed within 10~~

~~days, the master's recommendation may be approved by the presiding judge, as the judgment in the action. If notice of rejection is timely filed by any party, the cause is at issue and must be assigned at random to a trial judge serving in the family division and may be set for trial pursuant to Rule 2.60.~~

~~(d) Once paternity has been established, issues of visitation, custody and child support must be determined by a judge serving in the family division pursuant to Part V of these rules.] Repealed.~~

* * *

Rule 1.45. Juvenile judge.

(a) The juvenile dependency division judge [~~must;~~] must hear all cases involving allegations of abuse and neglect of a minor child under NRS Chapter 432B.

~~[(1) Supervise the activities of the juvenile dependency division hearing masters (hereafter masters) in the performance of their duties pursuant to NRS Chapters 432B and 128; and under EDCR 1.46, hear all objections to the master's findings; and direct the enforcement thereof as may be appropriate.~~

~~(2) Hear all abuse and neglect trials involving allegations of sexual abuse upon a minor child under Chapter 432B of the Nevada Revised Statutes, unless caseload management for federal compliance requires the judge to seek assistance from the masters in order that the matters may be heard timely.~~

~~(3) Hear all de novo appeals of abuse and neglect cases and any other miscellaneous matters regarding dependency cases.~~

~~(4) Prepare a plan for sharing and assigning responsibility for overflow dependency abuse and neglect cases with all family division judges.]~~

(b) The juvenile delinquency division judge must:

(1) Hear juvenile delinquency cases in accordance with NRS Chapters 62A through 62I.

(2) Supervise the activities of the juvenile delinquency division hearing masters in the performance of their duties pursuant to NRS Chapters 62A through 62I; under EDCR 1.46, hear all objections to the master's findings; and direct the enforcement thereof as may be appropriate.

~~[(2)]~~ (3) Hear all de novo appeals of delinquency cases and any other miscellaneous matters regarding delinquency cases.

~~[(3) Prepare a plan for sharing and assigning responsibility for overflow delinquency cases with all family division judges.]~~

(4) Where applicable, represent the division on all matters involving the probation committee, director of juvenile services, chief probation ~~[officer]~~ officer, or other employee/services referenced in NRS Chapter 62 of the Nevada Revised Statutes. 62A through 62I.

Rule 1.46. Juvenile hearing masters.

~~[(a) The district judges serving in the family division may appoint one or more masters to serve on a full-time or part-time basis as a juvenile hearing master (hereafter master).]~~

~~(1) A master serves at the pleasure of the district judges serving in the family division and unless those judges make an order terminating the appointment of a master, such master must continue to serve as such until the appointment of a successor.~~

~~(2) The compensation to be allowed to a master must be fixed by the presiding judge (with the approval of the remaining family division judges) and concurred in by the chief judge.~~

~~(3) Every master must be a member of the State Bar of Nevada who is in good standing and has been so for a minimum of 5 continuous years immediately preceding appointment and may not engage in any private practice after appointment as a master, except when appointed as a part-time master.~~

~~(4) The master may be assigned to either the dependency and/or delinquency division.~~

~~(b) Dependency masters. The provisions of this section derive from NRS Chapter 432B. Dependency masters may be appointed on a full-time or part-time basis. Dependency masters must hear such cases as are assigned by the supervising dependency court judge (dependency judge). The dependency masters have the following powers and responsibilities:~~

~~(1) To hear protective custody matters, pleas, adjudicatory hearings, dispositions, guardianships, in-home reviews, foster care reviews, and formal supervision reviews followed by recommendations to the supervising dependency judge;~~

~~(2) To hear procedural motions, including but not limited to, appointment of counsel to represent children or parents, to grant withdrawal of counsel, and to appoint CASA; to address placement issues followed by recommendation to the dependency judge;~~

~~(3) To hear adjudicatory hearings regarding dependency petitions;~~

~~(4) To make proper disposition of all juvenile cases;~~

~~(5) To procure the attendance of witnesses by issuance and service of subpoenas;~~

~~(6) To require the production of evidence;~~

~~(7) To swear witnesses;~~

~~(8) To take evidence and rule on its admissibility; and~~

~~(9) To make findings of fact and recommendations.~~

~~The above enumeration is not a limitation of powers of the family division dependency master. The dependency masters have all the inherent powers of the dependency judge subject to the approval of the dependency judge. Nothing herein is intended to convey to any master power or authority in contradiction of the Constitution of the State of Nevada and the Nevada Revised Statutes.~~

~~(c) Delinquency masters. The provisions of this section derive from NRS Chapter 62. Delinquency masters may be appointed on a full-time or part-time basis. Delinquency masters must hear such cases as are assigned by the supervising delinquency court judge (delinquency judge). The delinquency masters have the powers and responsibilities:~~

~~(1) To hear all preliminary matters and arraignments;~~

~~(2) To take the plea of any juvenile;~~

~~(3) To appoint an attorney to represent any minor in any proceeding in which the court has jurisdiction if it appears that such minor is unable to employ counsel;~~

~~(4) To take the written waiver of any minor and the minor's family of their right to employ counsel;~~

~~(5) To conduct all detention, transfer, and adjudicatory hearings;~~

- ~~(6) To make proper disposition of all juvenile cases;~~
- ~~(7) To accept written agreements releasing a child to the custody of the child's parents, guardian, or custodian upon a return date or to set bail or bond in proper cases;~~
- ~~(8) To procure the attendance of witnesses by issuance and service of subpoenas;~~
- ~~(9) To require the production of evidence;~~
- ~~(10) To swear witnesses;~~
- ~~(11) To take evidence and rule on its admissibility;~~
- ~~(12) To make findings of fact and recommendations;~~
- ~~(13) To sign all interim orders that are necessary for the ease, treatment, and welfare of the juvenile; and~~

~~(14) To act as the supervising master in juvenile traffic court of Clark County and to recommend, in connection therewith, the appointment of assistant special masters by the delinquency judge, if the same are deemed necessary.~~

~~The above enumeration is not a limitation of powers of the delinquency hearing master. The delinquency masters have all the inherent powers of the delinquency judge subject to the approval of the delinquency judge. Nothing herein is intended to convey to any master power or authority in contradiction of the Constitution of the State of Nevada and the Nevada Revised Statutes.~~

~~(d) A motion to recuse or disqualify a hearing master shall be heard by the dependency judge or delinquency judge with supervisory responsibility over the master.~~

~~(e) All proceedings before a master must be conducted in accordance with the Nevada and United States Constitutions, the Nevada Revised Statutes, and Eighth Judicial District Court Rules.~~

~~(f) All proceedings before a master shall be of record in the same manner provided by law for proceedings before judges of the Eighth Judicial District Court.~~

~~(g) Within 10 days after the evidence is closed, the master must present to the presiding judge all papers relating to the case, written findings of fact, and recommendations.~~

~~(1) Within the above time period, the master must serve upon the parties or their attorney of record and, if no attorney of record, the minor's parent or guardian or person responsible for the child's custodial placement, a written copy of the master's findings and recommendations and must also furnish a written explanation of the right of parties to seek review of the recommendations by the presiding judge.~~

~~(2) Service, as provided in this section, must be pursuant to the Nevada Rules of Civil Procedure.~~

~~(3) A motion for reconsideration of a master's recommendation shall be brought before the master and shall be decided upon the pleadings and any transcript or official record of the proceedings unless the master deems further evidence to be necessary.~~

~~(4) An interim order is not reviewable, unless it is certified by the master as a final, reviewable order.~~

~~(5) At any time prior to the expiration of 5 days after the service of a written copy of the findings and recommendations of a~~

~~master, a party, a minor's attorney, or guardian or person responsible for the child's custodial placement may file an objection motion to the supervising district court judge for the division represented by the master for a hearing. Said motion must state the grounds on which the objection is based and shall be accompanied by a memorandum of points and authorities.~~

~~(6) A supervising district judge may, after a review of the record provided by the requesting party and any party in opposition to the review, grant or deny such objection motion. The court may make its decision on the pleadings submitted or after a hearing on the merits. In the absence of a timely objection motion, the findings and recommendation of the master, when confirmed or modified by an order of the supervising district court judge, become an order of the court.~~

~~(7) All objection motion hearings of matters initially heard before a master will be before the supervising district judge who may at his or her discretion conduct a trial de novo. The court will review the transcript of the master's hearing, unless another official record is pre-approved by the reviewing judge, and (1) make a decision to affirm, modify, or remand with instructions to the master, or (2) conduct a trial on all or a portion of the issues.~~

~~(8) A supervising district court judge may, on the court's own motion, order that a rehearing of any matter be heard before a master.~~

~~(9) No recommendation of a master or disposition of a juvenile case will become effective until expressly approved by the supervising district court judge.] NRS Chapter 62B provides that masters~~

of the juvenile court may be appointed to hear such cases as are assigned by the juvenile court judge. The masters of the juvenile court have the powers, duties, and responsibilities as set forth in NRS Chapter 62B.

Rule 1.47. Family mediation center (FMC) mediators.

(a) FMC mediators shall have the following minimum qualifications:

(1) Law degree or master's degree in psychology, social work, marriage and family therapy, counseling, or related behavioral science;

(2) Sixty hours child custody and divorce mediation training, including a minimum of 4 hours of domestic violence training, sponsored by the Association of Family and Conciliation Courts or approved by the Academy of Family Mediators; and

(3) Three years' experience in the domestic relations arena conducting child custody mediation.

(b) FMC mediators must complete at least 15 hours of continuing education each calendar year. The areas of such training may include, but are not limited to, the following: mediation models, theory, and techniques; the nature of conflict and its resolution; family law; the legal process and caselaw relevant to the performance of mediation; substance abuse; recent research applicable to the profession; family life cycles, such as divorce, family reorganization, and remarriage; child development; crisis intervention; interviewing skills; domestic violence, including child abuse, spousal abuse, and child neglect, and the possibility of danger in the mediation session; parent education; sensitivity to individual, gender, racial, and cultural diversity and socioeconomic status; family systems theory; and the development of parenting plans, parental alienation, and the role of parenting plans in the family's transition.

(c) FMC mediators shall adhere to the Model Standards of Conduct for Mediators as jointly developed by the American Arbitration Association, American Bar Association, and Society of Professionals in Dispute Resolution.

(d) FMC mediators shall attend such other courses, obtain such other qualifications, or complete such other training as the presiding judge may require.

* * *

PART V. FAMILY DIVISION MATTERS; GUARDIANSHIPS

5.100 Organization of the family court and these rules

Rule 5.101. Scope of rules.

(a) The family division, with the approval of the Supreme Court, has the inherent power to prescribe rules and policies for the conduct of proceedings in the family division.

(b) Unless otherwise ordered, the rules in Part V govern the practice and procedure in all matters heard in the family division, including claims normally heard in another division of the district court. Except as otherwise provided in Part V, the rules set out in Parts II, III, IV, and VII are inapplicable to matters heard in the family division, and the rules set out in Part VIII are superseded where there is conflict with Part V.

(c) Juvenile cases, reciprocal support act cases, support cases prosecuted by a public agency, and other cases may be governed by procedures required by the Nevada Revised Statutes, federal law, or other rules or statutes. Any objection to a report and recommendation of a hearing master shall be heard

under these rules and in accordance with the departmental assignment procedure.

Rule 5.102. General terms and definitions.

(a) Affidavit. Unless the context indicates otherwise, “affidavit” includes an affidavit, a sworn declaration, and an unsworn declaration under penalty of perjury.

(b) Child custody proceeding. A “child custody proceeding” is any proceeding in which legal custody, physical custody, or visitation with respect to a minor child is an issue.

(c) Close of discovery. Unless otherwise ordered by the court, or otherwise required by another rule or statute, the expression “close of discovery” or references to a date by which discovery is due refers to the date by which discovery is to be completed, not the date on which it is to be requested.

(d) Day. A “day” is a 24-hour period from 12:00 a.m. to 11:59 p.m., regardless of the day of the week it falls or whether the courts are open on that day.

(e) Domestic violence orders. A “domestic violence order” is a temporary protective order (TPO) or extended order of protection (EOP) issued by either a hearing master subject to the approval of a district court judge or directly by a district court judge.

(f) Family division matters. A “family division matter” is any matter heard in the family division.

(g) Judge or court. Unless the context indicates otherwise, the term “judge” or “court” means the presiding judicial officer, whether a district court judge, hearing master, commissioner, or similar presiding ~~[officer.]~~ officer.

and references in other statutes or rules to the title of any judicial officer will be construed as referring to the judicial officer performing that function in the family division.

(h) NRCP. Unless the context indicates otherwise, references to “the NRCP” are to the current version of the Nevada Rules of Civil Procedure.

(i) Order. Unless the context indicates otherwise, “order” includes any disposition, decree, judgment, injunction, etc., issued by a court and filed by the clerk.

(j) Party. Unless the context indicates otherwise, “a party” means a party personally, if unrepresented, or that party’s counsel of record, if represented.

(k) Disobedient party. Unless the context indicates otherwise, a “disobedient party” means any party that has been directed in an order or judgment to execute a conveyance of land, deliver deeds or other documents, or perform any other specified act, and has failed to comply within the time specified.

(l) Pleadings, papers, [and] filings, and documents. “Pleadings” [~~are the documents listed in NRCP 7(a). “Papers”~~] and “papers” are the documents listed in [~~NRCP 7(b)~~] the NRCP. Unless the context indicates otherwise, “filings” and “documents” are papers filed in an action.

~~[(4)]~~ (m) Sanctions. Unless the context indicates otherwise, “sanctions” includes:

- (1) Sums payable as the court directs;
- (2) An award of attorney fees and costs to the opposing party; and
- (3) Procedural or substantive orders, such as dismissal, default, or other order.

~~[(m)]~~ (n) Service. Unless the context indicates otherwise, “service” means the providing of documents to a party in accordance with the statutes, rules, and court orders relevant to them. ~~["Personal service"]~~ “Service” has the meaning described in ~~[NRCP 5.]~~ the NRCP. Nothing in these rules permits service of a document by any means not provided for service of that document by other statute, rule, or court order. Unless the context indicates otherwise, “service” means the initiation of service by depositing papers into the mail, transmitting electronically, etc., not the receipt of the service.

Rule 5.103. ~~[Departmental assignment procedure.~~

~~(a) “Same Parties” shall be found when: (1) the same two persons are parties in any other pending case or were the parties in any other previously decided case assigned to a department of the family division, regardless of their respective party designation (e.g., plaintiff or defendant; applicant or respondent; joint petitioner, etc.); or (2) a child involved in the case is also involved in any other pending case or was involved in any other previously decided case in the family division.~~

~~(b) Upon the filing of any action, the clerk’s office shall utilize the information provided on the Mandatory Family Court Cover Sheet to search the parties’ and child(ren)’s names to determine whether prior cases involving the same parties exist and assign cases pursuant to this rule.~~

~~(c) Pursuant to the mandates of NRS 3.025(3), any and all new cases involving the same parties shall be assigned to the same judicial department in the following manner:~~

~~(1) If no prior case involving the same parties exists, then the case will be randomly assigned.~~

~~(2) If one or more prior cases involving the same parties has previously been filed, the new case shall be assigned to the judicial department assigned to the earlier-filed case.~~

~~(3) The following exceptions shall apply:~~

~~(A) Cases filed pursuant to NRS Chapter 62 shall be directly assigned to the juvenile delinquency judicial department.~~

~~(B) Cases filed pursuant to NRS Chapter 432B shall continue to be directly assigned to the juvenile dependency judicial department since these cases do not involve the "same parties" (the state having filed a complaint against one or both of the parties on behalf of the children).~~

~~(C) Cases filed pursuant to NRS Chapter 159 relating to adult guardianship actions shall be initially assigned to the judicial department(s) handling guardianship cases and thereafter assigned in accordance with the portion of these rules governing guardianship case management.~~

~~(d) Cases filed pursuant to NRS Chapter 130 and/or Chapter 425 shall be randomly assigned unless a case involving the same parties has already been assigned to a specific judicial department pursuant to this rule. The hearings shall continue to be scheduled before the family support masters. Any objections to report and recommendations or other hearings required to be held before a district court will be heard by the assigned judicial department.~~

~~(e) Applications for temporary protective orders will be randomly assigned unless a case involving the same parties has~~

~~already been assigned to a specific judicial department pursuant to this rule. Hearings shall be scheduled before the domestic violence hearing masters unless otherwise ordered. Any objections or hearings required to be held before a district court judge will be heard by the assigned judicial department.~~

~~(f) Notwithstanding the provisions of this rule, if any judicial department takes an action on a case, including, but not limited to, signing an order or holding a hearing (except uncontested family division matters), then that case (and any existing cases involving the same parties) shall be assigned to the judicial department that took such action.~~

~~(g) A timely peremptory challenge filed in any department not regularly presided over by a single judicial officer shall be construed as a disqualification of the department and cause for reassignment to another department of the family division.~~

~~(h) Conflicts regarding judicial department assignments pursuant to this rule shall be resolved by way of minute order by the presiding judge or the chief judge consistent with the mandates of NRS 3.025(3).] Repealed.~~

Rule 5.104. [Simultaneous proceedings.

~~(a) If a new case is filed by a defendant or respondent in a case prior to that party filing a responsive pleading in the earlier-filed case, the complaint or petition in the new case will be treated as a responsive pleading in the earlier-filed case for certain purposes:~~

~~(1) The new case filing will be treated as the filing of a responsive pleading preventing the entry of default.~~

~~(2) Any requests for relief in the new case will be treated as a counterclaim in the earlier-filed case.~~

~~(3) An answer or other responsive pleading should nevertheless be filed in the earlier-filed case, along with any additional papers filed in the new case, but no additional filing fee will be required for such an answer or other filing.~~

~~(b) The court hearing the earlier-filed case shall dismiss the new case. Any papers filed in the new case may be refiled by either party in the earlier-filed case.] Repealed.~~

Rule 5.105. [Domestic violence hearing masters.

~~(a) The family division may appoint one or more full-time or part-time masters and alternates to serve as domestic violence hearing masters.~~

~~(b) Interim orders signed by the domestic violence hearing master are deemed orders that are effective upon issuance subject to approval by the assigned district court judge.~~

~~(c) A domestic violence hearing master has the authority to:~~

~~(1) Review applications for temporary and extended protection orders against domestic violence.~~

~~(2) Recommend the issuance, extension, modification, or dissolving of protection orders against domestic violence under NRS 33.017 to NRS 33.100.~~

~~(3) Schedule and hold contempt hearings for alleged violations of temporary and extended protection orders; recommend a finding of contempt; and recommend the appropriate sanction or penalty.~~

~~(4) Recommend a sanction or penalty upon a finding of contempt in the presence of the court.~~

~~(5) Perform other duties as directed by the assigned district court judge.] Repealed.~~

Rule 5.106. [Family mediation center (FMC) mediators.

~~(a) FMC mediators shall have the following minimum qualifications:~~

~~(1) Law degree or master's degree in psychology, social work, marriage and family therapy, counseling, or related behavioral science;~~

~~(2) Sixty hours child custody and divorce mediation training, including a minimum of four hours of domestic violence training, sponsored by the Association of Family and Conciliation Courts or approved by the Academy of Family Mediators; and~~

~~(3) Three years' experience in the domestic relations arena conducting child custody mediation.~~

~~(b) FMC mediators must complete 15 hours of continuing education each calendar year. The areas of training may include, but are not limited to, the following: mediation models, theory, and techniques; the nature of conflict and its resolution; family law; the legal process, and case law relevant to the performance of mediation; substance abuse; recent research applicable to the profession; family life cycles, such as divorce, family reorganization, and remarriage; child development; crisis intervention; interviewing skills; domestic violence, including child abuse, spousal abuse, and child neglect, and the possibility of danger in the mediation session; parent education;~~

~~sensitivity to individual, gender, racial, and cultural diversity and socioeconomic status; family systems theory; the development of parenting plans, parental alienation, and the role of parenting plans in the family's transition.~~

~~(c) FMC mediators shall adhere to the Model Standards of Conduct for Mediators as jointly developed by the American Arbitration Association, American Bar Association, and Society of Professionals in Dispute Resolution.~~

~~(d) FMC mediators shall attend such other courses, obtain such other qualifications, or complete such other training as the presiding judge may require.] Repealed.~~

Rule 5.107. [Court appointed special advocate (CASA) services and protocols.

~~(a) The court in a juvenile matter may appoint a court appointed special advocate (CASA) for any minor child, may specify the services to be provided, and may continue or reschedule proceedings as necessary to accommodate CASA services. When an advocate is appointed, the CASA office shall supervise the advocate's activities.~~

~~(b) A referral for CASA services of any case involving allegations of domestic violence must include an order that the CASA office implement its domestic violence protocol.~~

~~(c) Subject to available resources, the CASA office shall address juvenile services and family services.~~

~~(1) Juvenile services shall focus on the permanency planning needs of minor children who have been declared to be wards of the State of Nevada and adults involved with those children,~~

~~ascertaining the children's concerns, desires, and needs with regard to issues before the court.~~

~~(2) Family services shall focus on the best interest of minor children who are the subject of a custody dispute and adults involved with those children and on ascertaining the children's concerns, desires, and needs with regard to the issues before the court.~~

~~(d) The CASA office may formulate guidelines, procedures, and policies relevant to the scope of services offered by CASA, subject to approval by the family division.] Repealed.~~

5.200 Court practice and procedure [generally; attorneys and proper person litigants] generally

* * *

Rule 5.202. [Access to sealed files. An attorney, or an agent of an attorney, shall be entitled to access, review, and order copies of portions of sealed files by court order or upon presentation of a notarized statement of permission for such access by a party. The permission of access shall be maintained as part of the confidential case file.] Departmental assignment procedure.

(a) "Same Parties" shall be found when:

(1) The same two persons are parties in any other pending case or were the parties in any other previously decided case assigned to a department of the family division, regardless of their respective party designation (e.g., plaintiff or defendant; applicant or respondent; joint petitioner, etc.); or

(2) A child involved in the case is also involved in any other pending case or was involved in any other previously decided case in the family division.

(b) Upon the filing of any action, the clerk's office shall utilize the information provided on the Mandatory Family Court Cover Sheet to search the parties' and child(ren)'s names to determine whether prior cases involving the same parties exist and assign cases pursuant to this rule.

(c) Pursuant to the mandates of NRS 3.025(3), any and all new cases involving the same parties shall be assigned to the same judicial department in the following manner:

(1) If no prior case involving the same parties exists, then the case will be randomly assigned.

(2) If one or more prior cases involving the same parties has previously been filed, the new case shall be assigned to the judicial department assigned to the earlier-filed case.

(3) The following exceptions shall apply:

(A) Cases filed pursuant to NRS Chapter 62A through 62I shall be directly assigned to the juvenile delinquency judicial department(s).

(B) Cases filed pursuant to NRS Chapter 432B shall be directly assigned to the juvenile dependency judicial department(s) since these cases do not involve the "same parties" (the state having filed a complaint against one or both of the parties on behalf of the children).

(C) Cases filed pursuant to NRS Chapters 159 and 159A relating to adult and minor guardianship actions shall be directly assigned to the guardianship judicial department(s).

(d) Cases filed pursuant to NRS Chapters 130 and/or 425 shall be randomly assigned unless a case involving the same parties has already been

assigned to a specific judicial department pursuant to this rule. The hearings shall be scheduled before the family support masters. Any objections to report and recommendations or other hearings required to be held before a district court will be heard by the assigned judicial department.

(e) Applications for temporary protective orders will be randomly assigned unless a case involving the same parties has already been assigned to a specific judicial department pursuant to this rule. Any objections or hearings required to be held before a district court judge will be heard by the assigned judicial department.

(f) Notwithstanding the provisions of this rule, if any judicial department takes an action on a case, including, but not limited to, signing an order or holding a hearing (except uncontested family division matters), then that case (and any existing cases involving the same parties) shall be assigned to the judicial department that took such action.

(g) A peremptory challenge filed in accordance with Supreme Court Rule 48.1 in any department not regularly presided over by a single judicial officer shall be construed as a disqualification of the department and cause for reassignment to another department of the family division.

(h) Conflicts regarding judicial department assignments pursuant to this rule shall be resolved by way of minute order by the presiding judge or the chief judge consistent with the mandates of NRS 3.025(3).

Rule 5.203. ~~[Pick up of reports, tests, etc.~~

~~(a) An agent of an attorney shall be entitled to pick up lab tests, evaluations, and other documents that the attorney is entitled to pick up, upon presentation of a signed authorization to pick up papers on~~

~~the attorney's behalf. Such an authorization shall provide in substantially the following form:~~

~~Please allow my agent, _____, to pick up documents, records, or other papers being held for me by the court. I understand that I have the same responsibility for the items picked up as if I did so personally.~~

~~/s/ _____
[Name of authorizing counsel and bar number]~~

~~(b) Unless otherwise ordered, no party may personally pick up lab tests, evaluations, or other documents that are not to be copied or disseminated. Parties in proper person are entitled to read such documents in the courtroom or chambers or at such other place designated by the court.]~~ Simultaneous proceedings.

(a) If simultaneous proceedings are filed by the same parties, the court shall issue a Notice of Simultaneous Proceedings to inform the parties of the two pending actions. Unless otherwise ordered by the court, the court shall proceed in the case in which service is first effectuated ("first case").

(b) The pleadings filed by the defendant in the other case ("second case") shall be deemed an appearance in the first case.

(c) Nevertheless, an answer or other responsive pleading in the first case must be filed within 21 days of service of the Notice of Simultaneous Proceedings, along with any counterclaim or additional claims for relief; however, no additional filing fee will be required for such an answer or other filing, if already paid or waived by the court in the simultaneous proceeding.

Any papers in the second case may also be filed by either party into the record of the first case.

(d) If an answer or other responsive pleading is not timely filed by the defendant in the first case, default may be sought and entered, after which plaintiff may proceed to obtain a default judgment as provided in these rules and the NRCF.

(e) If the first case proceeds as set forth herein, the court shall dismiss the second case when the court deems appropriate.

Rule 5.204. [~~Resolution of parent-child issues before trial of other issues. Unless otherwise directed by the court, all contested child custody proceedings must be submitted to the court for resolution prior to trial of, or entry of an order resolving, the remaining issues in an action.~~ Submissions to and actions of judge other than assigned judge.

(a) Except as otherwise provided by another rule or statute, or in an emergency, only the judge assigned to a case should issue orders in that case. In the absence of the judge assigned to a case, submissions in that case should be made to the first judge available in the following order:

(1) The senior, visiting, or designated judge assigned temporarily to the case, if any;

(2) The presiding judge of the family division;

(3) The chief judge of the Eighth Judicial District Court.

(b) Any order of an absent judge that is signed by another judge must conform to the record and will be deemed to be the order of the absent judge. Any nonconformity in such an order may be corrected by the absent judge after return.

(c) An order entered by a judge other than the judge assigned to the case may be enforced, reconsidered, or modified by the judge assigned to the case or by a subsequent senior, visiting, designated, presiding, or chief judge subsequently temporarily assigned to the case.

(d) When a case has been administratively reassigned or reassigned to a new judge after the retirement or other departure of the judge previously assigned to the case, the new judge assigned to the case shall be treated as the assigned judge with the authority to take any action that the judge previously assigned to the case might have taken.

~~[Rule 5.205. Exhibits to motions and other filings.~~

~~(a) Unless otherwise required by another rule, statute, or court order, this rule applies to exhibits filed in support of a motion or other paper.~~

~~(b) All papers filed as exhibits shall be produced in discovery and Bate-stamped or otherwise identified by page number at the bottom right corner.~~

~~(c) Exhibits must be preceded by a sheet with the identification "Exhibit ____."~~

~~(d) Collective exhibits to a filing must be filed as a separate appendix, including a table of contents identifying each exhibit.~~

~~(e) Oversized exhibits that cannot be reduced to 8.5 inches by 11 inches without destroying legibility, and any other exhibits that cannot be e-filed and are filed and served conventionally, must be identified in the exhibit list or table of contents, noting that they have been separately filed and served.~~

~~(f) Unless otherwise required by another rule or statute, the following should not be made exhibits:~~

~~(1) Documents of record in a Clark County family division matter;~~

~~(2) Cases;~~

~~(3) Statutes;~~

~~(4) Other legal authority; or~~

~~(5) Confidential court documents or other documents as to which there is any prohibition or restriction on copying or dissemination.~~

~~(g) Exhibits may be deemed offers of proof but shall not be considered substantive evidence until admitted.]~~

Rule [5.206.] 5.205. Filing and service of papers.

(a) Except as otherwise provided by these rules as to ex parte motions and orders, the clerk shall accept upon receipt ~~[an]~~ electronically filed ~~[document]~~ papers calling for the assignment of hearing dates or other administrative actions and perform those tasks, subject to cancellation if the document is subsequently rejected for filing. The presiding judge must approve in advance any basis or grounds used by the clerk for rejection of filings.

(b) A copy of any ~~[documents]~~ papers filed must be served on all other parties to an action, in accordance with the NRCP, the Nevada Electronic Filing and Conversion Rules, the Eighth Judicial District Electronic Filing and Service Rules, and these rules, within 3 days of submission for filing.

(c) If, after serving copies as provided in section (b), the filing party receives a hearing time not contained in the original service, and notice of the hearing has not been provided by the clerk, the filing party must serve a notice

of hearing on all other parties to the action, in accordance with the NRCP and these rules, within 3 days of receiving the hearing time.

(d) If another rule, statute, or court order directs a pleading, paper, or filing to be served by some other method or on some other schedule, or permits a filing ex parte, then section (b) of this rule does not apply.

Rule 5.206. Amended pleadings.

(a) An amended pleading must be refiled, complete in itself, including exhibits, without cross-reference to a superseded pleading. No pleading will be deemed to be amended until there has been compliance with this rule.

(b) A motion to amend a pleading must specify the changes between the original and proposed amended pleading and include a copy of the proposed amended pleading.

(c) If the referenced exhibits to a pleading have been separately filed as provided by these rules, the amended pleading may refer to the same separately filed collective exhibits.

(d) The title of any amended pleading shall denote whether it is the first, second, third, etc., amended pleading.

Rule 5.207. ~~Summary disposition and uncontested matters.~~

~~(a) Unless a hearing is required by statute or by the court, any uncontested, stipulated, or resolved matter may be submitted to the court for consideration without a hearing.~~

~~(b) Any child custody proceeding not referencing a written custody and visitation agreement shall require an affidavit by the moving party reciting:~~

~~(1) The date the parties separated.~~

~~(2) With whom the child has lived during the preceding 6 months.~~

~~(3) The contact the child has had with both parents in the past 6 months.~~

~~(4) The proposed custody and visitation schedule for the other party and the child, including specific reasons, if any, why visitation should be denied, restricted, or supervised, with all necessary specifics of whatever contact is requested.~~

~~(e) An affidavit to corroborate residency shall state the address of the affiant and how long the affiant has been a resident of this state, how the affiant is acquainted with the party whose residency is being corroborated, the total length of time the affiant knows that the party has resided in this state, that the affiant can verify the affiant's personal knowledge that the party is a resident of this state, and the basis of the affiant's personal knowledge.~~

~~(d) An uncontested family division matter may be heard on any day and time that the assigned judge is hearing uncontested matters. Unless otherwise ordered, a request that the court hear an uncontested case must be made to the clerk not later than 7 days before the day on which the case is to be heard, and all relevant papers must be filed with the clerk at or before the time the request for the uncontested setting is made. If the judge who was to hear an uncontested case is absent at the time set for that hearing, the case may be heard by any other judge.] Complaints for custody. Unless otherwise ordered, a case involving a complaint for custody or similar pleading addressing child custody or support between unmarried parties shall be construed as proceeding pursuant to NRS Chapter 126 (Parentage), and the~~

issue of parentage shall be addressed at the first hearing and in a written order in the case.

Rule 5.208. ~~[Amended pleadings.~~

~~(a) An amended pleading must be refiled, complete in itself, including exhibits, without cross-reference to a superseded pleading. No pleading will be deemed to be amended until there has been compliance with this rule.~~

~~(b) A motion to amend a pleading must specify the changes between the original and proposed amended pleading and include a copy of the proposed amended pleading.~~

~~(c) If the referenced exhibits to a pleading have been separately filed as provided by these rules, the amended pleading may refer to the same separately filed collective exhibits.~~

~~(d) The title of any amended pleading shall denote whether it is the first, second, third, etc., amended pleading.] Family division hearing masters.~~

(a) Except as provided otherwise by rule, statute, or court order, this rule governs matters heard by a family division hearing master.

(b) The appointment and proceedings of a hearing master shall be in accordance with the provisions of NRCP 53.

(c) A hearing master shall prepare a master's report and recommendations that shall be furnished to each party at the conclusion of the proceedings in court; if not served in court, the report and recommendations shall be served upon each party pursuant to the NRCP.

(d) Within 14 days of service of the report and recommendations, either party may file a written objection. If a written objection is filed pursuant to

this rule, the objection must be properly noticed with a hearing date set with the district court judge and served upon all interested parties, as prescribed in EDCR 5 for motions. The court shall affirm the master's findings of fact unless clearly erroneous.

(e) In the absence of a timely objection, the findings and recommendations of the master shall be affirmed and become an order of the court.

Rule 5.209. ~~[Withdrawal of attorney in limited services (“unbundled services”) contract.~~

~~(a) An attorney who contracts with a client to limit the scope of representation shall:~~

~~(1) State that limitation in the first paragraph of the first paper or pleading filed on behalf of that client; and~~

~~(2) Notify the court of that limitation at the beginning of each hearing in which the attorney appears for that client.~~

~~(b) Unless otherwise ordered by the court, to withdraw from representation of a client in limited services, an attorney shall:~~

~~(1) File a Notice of Withdrawal of Attorney specifying the limited services that were to be completed, reciting that those services were completed, and identifying either the name of successor counsel or the address and telephone number of the client in proper person. The attorney must serve a copy of the notice upon the client and all other parties to the action.~~

~~(2) Complete all services required by the court before filing a Notice of Withdrawal.~~

~~(3) Specify, in the withdrawal, at what point in time or proceeding the opposing party may directly contact the party represented by the withdrawing attorney.~~

~~(c) Except by specific order of court, no counsel shall be permitted to withdraw within 21 days prior to a scheduled trial or evidentiary hearing.~~

~~(d) Any notice of withdrawal that is filed without compliance with this rule shall be ineffective for any purpose.] Court interpreters.~~

(a) A party must notify the Court Interpreter's Office of a request for an interpreter in advance of a hearing or trial. Failure to do so may result in postponement of the proceeding.

(b) In exceptional cases, the interpreter's fee may be waived, increased, or decreased at the discretion of the court.

(c) A party requesting an interpreter from outside Clark County is responsible for all expenses for that interpreter.

Rule 5.210. [Trial and hearings may be private pursuant to NRS 125.080.

~~(a) Except as otherwise provided by another rule or statute, the court shall, upon demand of either party, direct that the hearing or trial in an action for divorce be private.~~

~~(b) Except as otherwise provided in subsections (c) or (d), upon such demand of either party, all persons must be excluded from the court or chambers wherein the action is tried, except:~~

~~(1) The officers of the court;~~

~~(2) The parties;~~

~~(3) The counsel for the parties and their staff;~~

- ~~(4) The witnesses (including experts);~~
- ~~(5) The parents or guardians of the parties; and~~
- ~~(6) The siblings of the parties.~~

~~(c) The court may, upon oral or written motion of either party or on its own motion, exclude the parents, guardians, or siblings of either party, or witnesses for either party, from the court or chambers wherein the hearing or trial is conducted. If good cause is shown for the exclusion of any such person, the court shall exclude any such person.~~

~~(d) If the court determines that the interests of justice or the best interest of a child would be served, the court may permit a person to remain, observe, and hear relevant portions of proceedings notwithstanding the demand of a party that the proceeding be private.~~

~~(e) The court shall retain supervisory power over its own records and files, including the electronic and video records of proceedings. Unless otherwise ordered, the record of a private hearing, or record of a hearing in a sealed case, shall be treated as confidential and not open to public inspection. Parties, their attorneys, and such staff and experts as those attorneys deem necessary are permitted to retain, view, and copy the record of a private hearing for their own use in the representation. Except as otherwise provided by rule, statute, or court order, no party or agent shall distribute, copy, or facilitate the distribution or copying of the record of a private hearing or hearing in a sealed case (including electronic and video records of such a hearing). Any person or entity that distributes or copies the record of a private hearing shall cease doing so and remove it from public~~

~~access upon being put on notice that it is the record of a private hearing.] Court appointed special advocate (CASA) services and protocols.~~

(a) The court in a juvenile matter may appoint a court appointed special advocate (CASA) for any minor child, may specify the services to be provided, and may continue or reschedule proceedings as necessary to accommodate CASA services. When an advocate is appointed, the CASA office shall supervise the advocate's activities.

(b) A referral for CASA services of any case involving allegations of domestic violence must include an order that the CASA office implement its domestic violence protocol.

(c) Subject to available resources, the CASA office shall address juvenile services and family services.

(1) Juvenile services shall focus on the permanency planning needs of minor children who have been declared to be wards of the State of Nevada and adults involved with those children, ascertaining the children's concerns, desires, and needs with regard to issues before the court.

(2) Family services shall focus on the best interest of minor children who are the subject of a custody dispute and adults involved with those children and on ascertaining the children's concerns, desires, and needs with regard to the issues before the court.

(d) The CASA office may formulate guidelines, procedures, and policies relevant to the scope of services offered by CASA, subject to approval by the family division.

Rule 5.211. Communications with the court. Except as provided otherwise by rule, statute, or court order or direction:

(a) Any written communication with the court shall be contemporaneously copied to all other parties;

(b) Ex parte communications with the court for scheduling, administrative, or emergency purposes, shall be permitted so long as they are not designed to improperly gain a procedural or tactical advantage in a case, and notice of the date and substance of the communication is provided to all other parties;

(c) In the event that any communication is made with the court in violation of this rule, the court may impose sanctions upon a finding that the communication was made to improperly gain a procedural or tactical advantage in a case;

(d) No person shall engage in ex parte contact with the court or court staff that is intended or reasonably would be perceived as intended to alter the outcome of pending judicial proceedings, or with the intent or likely result of causing a judicial recusal or disqualification.

Rule 5.212. Trial and hearings may be private.

(a) Except as otherwise provided by another rule or statute, the court shall, upon demand of either party, direct that the hearing or trial be private.

(b) Except as otherwise provided in subsections (c) or (d), upon such demand of either party, all persons must be excluded from the court or chambers wherein the action is tried, except:

(1) The officers of the court;

(2) The parties;

(3) The counsel for the parties and their staff;

(4) The witnesses (including experts);

(5) The parents or guardians of the parties; and

(6) The siblings of the parties.

(c) The court may, upon oral or written motion of either party or on its own motion, exclude the parents, guardians, or siblings of either party, or witnesses for either party, from the court or chambers wherein the hearing or trial is conducted.

(d) If the court determines that the interests of justice or the best interest of a child would be served, the court may permit a person to remain, observe, and hear relevant portions of proceedings notwithstanding the demand of a party that the proceeding be private.

(e) The court shall retain supervisory power over its own records and files, including the electronic and video records of proceedings, and possesses inherent authority to deny public access when justified. Unless otherwise ordered or required by rule or statute regarding the public's right of access to court records, the record of a private hearing, or record of a hearing in a sealed case, shall be treated as confidential and not open to public inspection. Parties, their attorneys, and such staff and experts as those attorneys deem necessary are permitted to retain, view, and copy the record of a private hearing for their own use in the representation. Except as otherwise provided by rule, statute, or court order, no party or agent shall distribute, copy, or facilitate the distribution or copying of the record of a private hearing or hearing in a sealed case (including electronic and video records of such a hearing). Any person or entity that distributes or copies the record of a private hearing shall cease doing so and remove it from public access upon being put on notice that it is the record of a private hearing.

Rule 5.213. Access to sealed files. An attorney, or an agent of an attorney, shall be entitled to access, review, and order copies of portions of

sealed files by court order or upon presentation of a signed statement of permission for such access by a party. The permission of access shall be maintained as part of the confidential case file.

Rule 5.214. Redactions to be made in unsealed cases and hearings open to the public.

(a) Except as otherwise provided by another rule or statute, or direction by the court, unless the case has been sealed, parties must refrain from including—or must partially redact, where inclusion is necessary—the following personal-data identifiers from all documents filed with the court, including exhibits:

(1) Social security numbers. If a social security number must be included, only the last four digits of that number should be used;

(2) Financial account numbers. If financial account numbers must be included, only the last four digits of these numbers should be used; and

(3) Tax identification numbers. If a tax identification number must be used, only the last four digits of that number should be used.

(b) The same limitations apply to oral presentations in open court during any hearing not made private under these rules.

Rule 5.215. Subpoena for foreign deposition. A party seeking the issuance of a subpoena from the clerk for the purpose of taking a foreign deposition in this judicial district must submit to the clerk all papers required by the relevant statutes or NRCP provisions, any required filing fees, and a cover sheet in the form required by these rules with the title of the court as “Eighth Judicial District Court,” describing the filing as “Request for Foreign Deposition Subpoena.”

Rule 5.216. Procedure for appointment of another person to execute documents pursuant to NRCP 70.

(a) A party seeking a court order for the appointment of a person to execute a conveyance of land, deliver deeds or other documents, or perform any other specific act must:

- (1) Submit a motion for an order, supported by an affidavit;**
- (2) Submit a proposed order to the court; and**
- (3) Submit the documents, if any, to be executed by another person in place of the disobedient party.**

(b) The motion or supporting affidavit must:

- (1) Identify by title, date, page, and line number the judgment upon which the request is based;**
- (2) State that the judgment has not been modified by subsequent court order;**
- (3) State that the judgment has not been satisfied or what portion remains outstanding;**
- (4) State the facts establishing why it is necessary for another person to execute or deliver the documents at issue or perform the specific act required, including why each document submitted is necessary.**
- (5) Describe the efforts made to have the disobedient party execute or deliver the documents at issue or perform the specific act required, or what provision, futility, or impracticability prevented an attempt at doing so in advance of filing the request; and**
- (6) List each document to be executed or delivered or each specific act to be done by another person in place of the disobedient party.**

(c) The proposed order must:

(1) Name the disobedient party who has failed to comply with an order to convey land, deliver a deed or other document, or to perform any other specific act within the time specified;

(2) Appoint another person to execute the documents in place of the disobedient party pursuant to NRCP 70.

(3) Name or describe each document to be executed or delivered, or what specific acts are to be done;

(4) Include a copy of each document to be executed or delivered, which may be redacted if necessary to prevent disclosure of private information;

(5) Include a signature line for the disobedient party on any documents to be executed;

(6) If possible, state that the other person named is signing on behalf of a disobedient party; and

(7) If ordered, impose the expense of the proceedings on the disobedient party.

(d) The court may grant the motion for order ex parte or may require that the disobedient party be served with the request and given an opportunity to respond. The court may also set a hearing on the motion.

(e) If the court grants the motion for an order and directs the clerk of the court to execute, deliver, or perform, then the moving party must submit the original documents to the clerk of the court for execution and inform the clerk of the court of the case number in which the order was entered, contact information for the moving party, and instructions on how the document should be returned.

Rule 5.217. Conduct and attire. Proceedings in court should be conducted with dignity and decorum. All persons appearing in court proceedings must be properly attired as befits the dignity of the court.

Rule 5.218. Civility.

(a) Actions and presentations shall be tailored to serve the interests of candor, courtesy, and cooperation by demonstrating respect for the court and all opposing litigants and attorneys.

(b) Parties shall be adequately prepared for each court appearance and maintain control over their emotions.

(c) Arguments and comments are to be addressed to the court and not to anyone else.

(d) The only interruptions permitted are proper legal objections, concisely stating the basis for the objection.

(e) Personal attacks and excessive repetition of arguments are prohibited.

Rule 5.219. Sanctionable conduct. Sanctions may be imposed against a party, counsel, or other person, after notice and an opportunity to be heard, for unexcused intentional or negligent conduct, including, but not limited to:

(a) Presenting a position that is obviously frivolous, unnecessary, or unwarranted;

(b) Multiplying the proceedings in a case so as to increase costs unreasonably and vexatiously;

(c) Failing to prepare for a proceeding;

(d) Failing to appear for a proceeding;

(e) Failing or refusing to comply with these rules; or

(f) Failing or refusing to comply with any order or directive of the court.

Rule 5.220. Dismissal and closing of cases; reactivation procedure.

(a) A family case that has been pending for more than 6 months and in which no action has been taken for more than 3 months may be dismissed on the court's own initiative without prejudice.

(b) A case shall be designated closed by the clerk of the court if:

(1) There has been no substantial activity in the case within 31 days of the notice of entry of decree or judgment;

(2) There has been no substantial activity in a postdispositional case within 31 days of notice of entry of a final order;

(3) There has been an involuntary dismissal without prejudice as set forth in these rules or the NRCP; or

(4) Upon order of the court.

(c) Written notice of entry of a dismissal or order of the court pursuant to this rule must be given to each party who has appeared in the action.

(d) A family division case that has been dismissed pursuant to this rule will be reactivated at the written request of a party if the request is filed within 30 days of service of written notice of entry of the dismissal.

Rule 5.221. Filing fee to reopen cases. A completed fee information sheet shall be filed and the current statutory fee payable to the county clerk shall be paid upon the filing of any motion or other paper that seeks to reopen a case; modify or adjust a final order that was issued pursuant to NRS Chapters 125, 125B, or 125C; or file an answer or response to such a motion or

other paper. No such fee or information sheet is required for motions for reconsideration or for a new trial or motions filed solely to adjust the amount of child support in a final order.

5.300 ~~[Children, parents, and experts]~~ Attorneys, parties, children, and parents

Rule 5.301. ~~[Minor children; exposure to court proceedings. All lawyers and litigants possessing knowledge of matters being heard by the family division are prohibited from:~~

~~(a) Discussing issues, proceedings, pleadings, or papers on file with the court with any minor child;~~

~~(b) Allowing any minor child to review any such proceedings, pleadings, or papers or the record of the proceedings before the court, whether in the form of transcripts, audio or video recordings, or otherwise;~~

~~(c) Leaving such materials in a place where it is likely or foreseeable that any minor child will access those materials; or~~

~~(d) Knowingly permitting any other person to do any of the things enumerated in this rule, without the written consent of the parties or the permission of the court.] Appearances.~~

(a) An unrepresented party making an appearance or filing any pleading or paper must provide that party's address, email address, and telephone number, if any.

(b) A corporation or other entity may not appear in proper person.

(c) Only an attorney currently admitted to practice law in Nevada may represent a party. An attorney who has appeared for any party must represent

that party in the case and shall be recognized by the court and by all parties as having control of the case.

(d) Unless otherwise allowed by the court, an attorney who is not currently admitted to practice law in Nevada may make a court appearance for a party only if accompanied by an associated Nevada attorney. All pleadings and papers submitted by an attorney not currently admitted to practice in Nevada must be signed by Nevada counsel. Nevada counsel shall be responsible for all written and oral submissions by an associated attorney not currently admitted to practice law in Nevada.

(e) A represented party may not appear unrepresented or personally file any pleading or paper without the consent of the court. The court in its discretion may hear a party in open court although the party is represented by counsel.

Rule 5.302. [Seminar for separating parents.]

~~(a) All parties to a child custody proceeding shall complete the seminar for separating parents approved by the family division of the court.~~

~~(b) The seminar shall be completed and a certificate of completion shall be filed within 45 days of service of the initial complaint or petition.~~

~~(c) No action shall proceed to final hearing or order until there has been compliance with this rule; provided, however, that noncompliance by a parent who enters no appearance shall not delay the final hearing or order. The court may take appropriate action to compel compliance with this rule.~~

~~(d) If the parties have resolved child custody issues or for other good cause shown, the court may waive the requirement of compliance with this rule in individual cases.~~

~~(e) The court reserves jurisdiction to order the parties to complete the seminar during any post-judgment child custody proceedings, even if it was waived during the initial case.]~~

Substitution or withdrawal of attorney.

(a) Substituting a new attorney for a withdrawing attorney requires the written consent of both attorneys and the party, which must be filed with the court and served upon all parties.

(b) An attorney who seeks to withdraw from representing a client without substituting a new attorney in the case may only do so by order of the court if proceedings remain pending in the case.

(c) If no proceedings remain pending in the case, an attorney may withdraw by filing a notice of withdrawal.

(d) Every notice of withdrawal, motion to withdraw, and order granting withdrawal shall include the represented party's last known address, email address, and telephone number, if any, and must be served upon all parties.

(e) Any substitution or motion for withdrawal of counsel that would result in a delay of a hearing or trial is disfavored.

(f) All attorneys withdrawing from a case shall remove their contact information from the service list for that case in the court's electronic filing system. Should an attorney fail to do so, the court clerk's office shall remove the contact information of the withdrawn attorney upon request by a party or the court.

Rule 5.303. ~~[Mandatory mediation program.~~

~~(a) Generally, pursuant to NRS 3.475, except as otherwise ordered, all parties to a contested child custody proceeding must attend mediation through the Family Mediation Center (FMC) or through a private mediator before the disposition of the custody matter.~~

~~(b) Provisions applicable to all mediations.~~

~~(1) The court may refer the parties to mediation at any time, at the request of one or both parties or on its own motion.~~

~~(2) If a child custody proceeding is pending, the party moving for or requesting custody shall initiate mediation or seek exemption from mediation.~~

~~(3) The court may waive mediation in individual cases if there are issues of child abuse or domestic violence involved, if a party lives out of state, or for other good cause shown.~~

~~(4) A party may seek exemption from mediation at the case management conference or by motion as early in the case as practicable, asserting a basis for why the case is inappropriate for referral to mediation.~~

~~(5) Mediation shall be held in private, and except as otherwise required by other rule, statute, or court order, shall be confidential. Every mediator shall report in writing that the parties successfully mediated a full or partial parenting agreement (providing that agreement to the court), that they reached an impasse, or identify any party who failed to appear or refused to participate.~~

~~(6) Counsel of record may attend mediation sessions with their clients unless otherwise ordered.~~

~~(7) At the request of a mediating party or that party's counsel of record, any agreement produced by the mediator shall be provided to that counsel.~~

~~(8) No mediator shall conduct an evaluation of the parties after mediation or as part of the mediation process. No mediator shall provide recommendations as part of the mediation process.~~

~~(c) Provisions applicable to mediations at FMC.~~

~~(1) Any outstanding fees to FMC must be paid in full before further FMC services are initiated. Parties meeting minimum income requirements shall receive a fee waiver for mediation services upon verification of benefits. Fees for FMC mediation may be assessed to parties based upon a sliding fee scale.~~

~~(2) FMC shall establish procedures to assure that cases which are inappropriate for mediation or which may require special protocols for the protection of parties are screened prior to any contact between the parties in the mediation process.~~

~~(3) Except as otherwise ordered in an order for mediation, mediation at FMC shall not address or include in any agreement terms for child support, spousal support, fees and allowances, exclusive possession of a residence, or any matter involving money to be paid by a party.] Attorney in limited services ("unbundled services") contract.~~

(a) An attorney who contracts with a client to limit the scope of representation shall:

(1) State the specific limitation of representation in the first paragraph of each paper or pleading filed on behalf of that client; and

(2) Notify the court of the specific limitation of representation at the beginning of each hearing in which the attorney appears for that client.

(b) Failure to provide the specific limitation of representation shall constitute a general appearance by counsel.

(c) Unless otherwise ordered by the court, to withdraw from representation of a client in limited services, an attorney shall:

(1) Complete all services required by the court before filing a notice of withdrawal;

(2) File a notice of withdrawal specifying the limited services that were completed; and

(3) Specify, in the withdrawal, at what point in time or proceeding the opposing party may directly contact the party represented by the withdrawing attorney.

(d) Any notice of withdrawal that is filed without compliance with this rule shall be ineffective for any purpose.

Rule 5.304. [~~Child interview, outsource evaluation, and court appointed special advocate (CASA) reports.~~

(a) ~~A written child interview report or outsource evaluation report (including exhibits), prepared by the Family Mediation Center, an outsource evaluator, or a CASA shall be delivered to the judge in chambers. Only the parties, their attorneys, and such staff and experts as those attorneys deem necessary are entitled to read or have copies of the written reports, which are confidential except as provided by rule, statute, or court order. Statements of a child to a CASA may not be viewed without an order of the court.~~

~~(b) No copy of a written report, or any part thereof, may be made an exhibit to, or a part of, the open court file except by court order. A written report may be received as evidence of the facts contained therein that are within the personal knowledge of the person who prepared the report.~~

~~(c) Every such report shall include on its first page, a prominent notice in substantially the following form:~~

~~DO NOT COPY OR RELEASE THIS REPORT TO ANYONE,
INCLUDING ALL PARTIES TO THE ACTION. NEVER
DISCLOSE TO OR DISCUSS THE CONTENTS OF THIS
REPORT WITH ANY MINOR CHILD.]~~

Minor children; exposure to court proceedings. All lawyers and litigants possessing knowledge of matters being heard by the family division are prohibited from:

(a) Discussing issues, proceedings, pleadings, or papers on file with the court with any minor child;

(b) Allowing any minor child to review any such proceedings, pleadings, or papers or the record of the proceedings before the court, whether in the form of transcripts, audio or video recordings, or otherwise;

(c) Leaving such materials in a place where it is likely or foreseeable that any minor child will access those materials; or

(d) Knowingly permitting any other person to do any of the things enumerated in this rule, without the written consent of the parties or the permission of the court.

Rule 5.305. [~~Expert testimony and reports.~~

~~(a) No party to an action pending before the court may cause a child who is subject to the jurisdiction of the court to be examined by a therapist, counselor, psychologist, or similar professional for the purpose of obtaining an expert opinion for trial or hearing except upon court order, upon written stipulation of the parties, or pursuant to the procedure prescribed by the NRCP.~~

~~(b) When it appears that an expert medical, psychiatric, or psychological evaluation is necessary for any party or minor child, the parties shall attempt to agree to retention of one expert. Upon request of either party, or on its own initiative, the court may appoint a neutral expert if the parties cannot agree on one expert and make provisions for payment of that expert.] Seminar for separating parents.~~

(a) A court may require the parties to a child custody proceeding to complete a seminar for separating parents during any proceedings involving custody of a child.

(b) The seminar must:

(1) Educate parents about inter-parental conflict, including its effects on children;

(2) Educate parents about cooperative co-parenting, including the importance of not undermining one another or putting children in the middle of conflicts;

(3) Educate parents about the importance of both parents spending quality time with the children in order to develop meaningful relationships;

(4) Provide information on child development;

(5) Provide an interactive presentation;

(6) Provide information on alternative dispute resolution;

- (7) Offer the seminar in multiple languages;
- (8) Provide each participant with written material that supports the seminar curriculum; and
- (9) Provide relevant community resource information.
- (c) The seminar shall be completed and a certificate of completion shall be filed within 45 days of the court order directing completion of the seminar.
- (d) Noncompliance by a parent shall not delay the final hearing or order. The court may take appropriate action to compel compliance with this rule.

Rule 5.306. Mandatory mediation program.

(a) Generally, pursuant to NRS 3.475, except as otherwise ordered, all parties to a contested child custody proceeding must attend mediation through the Family Mediation Center (FMC) or through a private mediator before the disposition of the custody matter.

(b) Provisions applicable to all mediations.

(1) The court may refer the parties to mediation at any time, at the request of one or both parties or on its own motion.

(2) If a child custody proceeding is pending, the party moving for or requesting custody shall initiate mediation or seek exemption from mediation.

(3) The court may waive mediation in individual cases if there are issues of child abuse or domestic violence involved, if a party lives out of state, or for other good cause shown.

(4) A party may seek exemption from mediation at the case management conference or by motion as early in the case as practicable, asserting a basis for why the case is inappropriate for referral to mediation.

(5) Mediation shall be held in private and, except as otherwise required by other rule, statute, or court order, shall be confidential. Every mediator shall report in writing that the parties successfully mediated a full or partial parenting agreement (providing that agreement to the court), that they reached an impasse, or identify any party who failed to appear or refused to participate.

(6) Counsel of record may attend mediation sessions with their clients unless otherwise ordered.

(7) At the request of a mediating party or that party's counsel of record, any agreement produced by the mediator shall be provided to that counsel.

(8) No mediator shall conduct an evaluation of the parties after mediation or as part of the mediation process. No mediator shall provide recommendations as part of the mediation process.

(c) Provisions applicable to mediations at FMC.

(1) Any outstanding fees to FMC must be paid in full before further FMC services are initiated. Parties meeting minimum income requirements shall receive a fee waiver for mediation services upon verification of benefits. Fees for FMC mediation may be assessed to parties based upon a sliding fee scale.

(2) FMC shall establish procedures to assure cases that are inappropriate for mediation or that may require special protocols for the protection of parties are screened prior to any contact between the parties in the mediation process.

(3) Except as otherwise ordered in an order for mediation, mediation at FMC shall not address or include in any agreement terms for

child support, spousal support, fees and allowances, exclusive possession of a residence, or any matter involving money to be paid by a party.

5.400 [Case] Discovery, case management conferences (CMC) and early case evaluations [(ECE)] (ECE), experts, and reports

~~Rule 5.401. [Pre-CMC/ECE filings and procedure. Within 14 days after each case conference, but not later than 7 days before a scheduled case management conference, the parties must file a joint early case conference report, or if the parties are unable to agree upon the contents of a joint report, each party must file and serve an individual early case conference report, any of which must contain:~~

~~(a) A statement of jurisdiction.~~

~~(b) A brief description of the nature of the action and each claim for relief or defense.~~

~~(c) If custody is at issue in the case, a proposed custodial timeshare and a proposed holiday, special day, and vacation schedule.~~

~~(d) A list of all documents provided at or as a result of the case conference, together with any objection that the document is not authentic or genuine. The failure to state an objection to the authenticity or genuineness of a document constitutes a waiver of such objection at a subsequent hearing or trial. For good cause, the court may permit the withdrawal of a waiver and the assertion of an objection.~~

~~(e) A list of all documents not provided under NRCP 16.205(d), together with the explanation as to why each document was not provided.~~

~~(f) For each issue in the case, a statement of what information, documents, witnesses, and experts are needed, along with a proposed plan and schedule of any additional discovery.~~

~~(g) A list of the property (including pets, vehicles, real estate, retirement accounts, pensions, etc.) the litigant seeks to be awarded in the action.~~

~~(h) The list of witnesses exchanged in accordance with NRCP 16.205(e)(3) and (4).~~

~~(i) Identification of each specific issue preventing immediate global resolution of the case, along with a description of what action is necessary to resolve each issue identified.~~

~~(j) A litigation budget.~~

~~(k) Proposed trial dates.] Discovery documents; Bates stamps.~~

(a) Every document produced in discovery should be identified with a unique identifier, signifying the party that produced it and its sequential order of production (e.g., "Plaintiff 0123," or for party John Smith, "JS0123"). Every party using that document in that case should continue to use the identifier given to it upon production.

(b) Unique identifying numbers should normally be printed at the lower right corner of the document, unless that is not practicable, in which case it can be printed elsewhere on the document.

Rule 5.402. [CMC/ECE proceedings.

~~(a) At the case management conference, the court, counsel, and the parties must:~~

~~(1) Confer and consider the nature and basis of the claims and defenses, the possibilities for a prompt settlement or resolution~~

~~of the case, and whether orders should be entered setting the case for settlement conference and/or for trial.~~

~~(2) Make or arrange for the disclosures required and to develop a discovery plan, which may include limitations on discovery or changes in the timing of discovery requirements otherwise required.~~

~~(3) Recite stipulated terms on the record under local rules.~~

~~(b) The court should also:~~

~~(1) Enter interim orders sufficient to keep the peace and allow the case to progress.~~

~~(2) For matters that are claimed to be in contest, give direction as to which party will have which burden of proof.~~

~~(3) Discuss the litigation budget and its funding.~~

~~(4) Enter a scheduling order.~~

~~(c) The court may also address, and if possible resolve, the following, if relevant:~~

~~(1) Whether there are any issues as to grounds or jurisdiction.~~

~~(2) Custody and visitation relating to any minor child, including any anticipated testimony of a minor child.~~

~~(3) Support of any minor child.~~

~~(4) Temporary possession and control of property, including residences and vehicles.~~

~~(5) Allocation of responsibility for payment of debts.~~

~~(6) Payment of temporary spousal support or maintenance.~~

~~(7) Any procedural issues present in the action.~~

~~(8) Whether any or all issues in the case can be immediately settled, resolved, and removed from the field of litigation.] Discovery disputes, conferences, motions, stays.~~

(a) Unless otherwise ordered, all discovery disputes (except disputes presented at a pretrial conference or at trial) must first be heard by the discovery hearing master.

(b) Upon reasonable notice, the discovery hearing master may direct the parties to appear for a conference with the hearing master concerning any discovery dispute. Unless otherwise directed, points and authorities need not be filed prior to a conference noticed by the hearing master. Counsel may not stipulate to vacate or continue a conference without the hearing master's consent.

(c) The hearing master may shorten or extend any of the times for any discovery motion.

(d) A discovery motion must certify that after a discovery dispute conference or a good faith effort to confer, the parties were unable to resolve the matter satisfactorily, detailing what attempts to resolve the dispute were made, what was resolved and what was not resolved, and why. A conference requires a personal, telephonic, video, or email conference between or among the parties; if such conference was not possible, the motion shall set forth the reasons. Such a motion must be supported by affidavit.

(e) If the responding party failed to answer discovery, the motion shall set forth what good faith attempts were made to obtain compliance. If, after request, the responding party fails to participate in good faith in the conference or to answer the discovery, the court may require such party to pay to any other party the reasonable expenses, including attorney fees, caused by the failure.

(f) The hearing master may stay any disputed discovery proceeding pending resolution by the court.

(g) Following the hearing of any discovery motion, or other contested matter heard by or submitted to a discovery hearing master, the discovery hearing master must prepare a report with the discovery hearing master's recommendations for a resolution of each unresolved dispute.

(1) The discovery hearing master may direct counsel to prepare the report.

(2) The discovery hearing master must file the report with the court and serve a copy of it on each party.

(3) If the discovery hearing master determines that the exigencies of the case do not permit application of the time frames set out in NRCP 16.3, the following time frames will apply instead. Within 7 calendar days after being served with the report, any party may file and serve written objections to the recommendations. Written authorities may be filed with an objection but are not mandatory. If written authorities are filed, any other party may file and serve responding authorities within 7 days after being served with the objections.

(4) Upon receipt of a discovery hearing master's report, any objections, and any response, the court may:

(A) Adopt, reverse, or modify the discovery hearing master's ruling without a hearing;

(B) Set the matter for a hearing; or

(C) Remand the matter to the discovery hearing master for reconsideration or further action.

(h) Papers or other materials submitted for the discovery hearing master's *in camera* inspection must be accompanied by a captioned cover sheet

that indicates it is being submitted *in camera*. All *in camera* submissions must also contain an index of the specific items submitted. A copy of the index must be furnished to all other parties. The party submitting the materials *in camera* must provide one copy of the materials without redactions and one set of materials with proposed redactions.

Rule 5.403. Pre-CMC/ECE filings and procedure. Within 14 days after each case conference, but not later than 7 days before a scheduled case management conference, the parties must file a joint early case conference report, or if the parties are unable to agree upon the contents of a joint report, each party must serve and file an individual early case conference report, any of which must contain:

(a) A statement of jurisdiction;

(b) A brief description of the nature of the action and each claim for relief or defense;

(c) If custody is at issue in the case, a proposed custodial timeshare and a proposed holiday, special day, and vacation schedule;

(d) A list of all documents provided at or as a result of the case conference, together with any objection that the document is not authentic or genuine. The failure to state an objection to the authenticity or genuineness of a document constitutes a waiver of such objection at a subsequent hearing or trial. For good cause, the court may permit the withdrawal of a waiver and the assertion of an objection;

(e) A list of all documents not provided under the applicable NRCP, together with the explanation as to why each document was not provided;

(f) For each issue in the case, a statement of what information and/or documents are needed, along with a proposed plan and schedule of any additional discovery;

(g) A list of the property (including pets, vehicles, real estate, retirement accounts, pensions, etc.) the litigant seeks to be awarded in the action;

(h) The list of witnesses exchanged in accordance with the applicable NRCP;

(i) Identification of each specific issue preventing immediate global resolution of the case along with a description of what action is necessary to resolve each issue identified;

(j) A litigation budget; and

(k) Proposed trial dates.

Rule 5.404. CMC/ECE proceedings.

(a) At the case management conference, the court, counsel, and the parties must:

(1) Confer and consider the nature and basis of the claims and defenses, the possibilities for a prompt settlement or resolution of the case, and whether orders should be entered setting the case for settlement conference and/or for trial;

(2) Make or arrange for the disclosures required and to develop a discovery plan, which may include limitations on discovery or changes in the timing of discovery requirements otherwise required; and

(3) Recite stipulated terms on the record under local rules.

(b) The court should also:

(1) Enter interim orders sufficient to keep the peace and allow the case to progress;

(2) For matters that are claimed to be in contest, give direction as to which party will have which burden of proof;

(3) Discuss the litigation budget and its funding; and

(4) Enter a scheduling order.

(c) The court may also address, and if possible resolve, the following, if relevant:

(1) Whether there are any issues as to grounds or jurisdiction;

(2) Custody and visitation relating to any minor child, including any anticipated testimony of a minor child;

(3) Support of any minor child;

(4) Temporary possession and control of property, including residences and vehicles;

(5) Allocation of responsibility for payment of debts;

(6) Payment of temporary spousal support or maintenance;

(7) Any procedural issues present in the action; and

(8) Whether any or all issues in the case can be immediately settled, resolved, and removed from the field of litigation.

Rule 5.405. Child interview, outsource evaluation, and court appointed special advocate (CASA) reports.

(a) A written child interview report or outsource evaluation report (including exhibits), prepared by the Family Mediation Center, an outsource evaluator, or a CASA shall be delivered to the judge in chambers. Only the parties, their attorneys, and such staff and experts as those attorneys deem necessary are entitled to read or have copies of the written reports, which are confidential except as provided by rule, statute, or court order. Statements of a child to a CASA may not be viewed without an order of the court.

(b) No copy of a written report, or any part thereof, may be made an exhibit to, or a part of, the open court file except by court order. A written report may be received as evidence of the facts contained therein that are within the personal knowledge of the person who prepared the report.

(c) Every such report shall include on its first page a prominent notice in substantially the following form:

DO NOT COPY OR RELEASE THIS REPORT TO ANYONE, INCLUDING ALL PARTIES TO THE ACTION. NEVER DISCLOSE TO OR DISCUSS THE CONTENTS OF THIS REPORT WITH ANY MINOR CHILD.

Rule 5.406. Expert testimony and reports.

(a) No party to an action pending before the court may cause a child who is subject to the jurisdiction of the court to be examined by a physician, therapist, counselor, psychologist, or similar professional for the purpose of obtaining an expert opinion for trial or hearing except upon court order, upon written stipulation of the parties, or pursuant to the procedure prescribed by the NRCP.

(b) When it appears that an expert medical, psychiatric, or psychological evaluation is necessary for any party or minor child, the parties shall attempt to agree to retention of one expert. Upon request of either party, or on its own initiative, the court may appoint a neutral expert if the parties cannot agree on one expert and make provisions for payment of that expert.

Rule 5.407. Pick up of reports, tests, etc.

(a) An agent of an attorney shall be entitled to pick up lab tests, evaluations, and other documents that the attorney is entitled to pick up, upon presentation of a signed authorization to pick up papers on the attorney's behalf. Such an authorization shall provide in substantially the following form:

Please allow my agent, _____, to pick up documents, records, or other papers being held for me by the court. I understand that I have the same responsibility for the items picked up as if I did so personally.

/ss/_____

[Name of authorizing counsel and bar number]

(b) Unless otherwise ordered, no party may personally pick up lab tests, evaluations, or other documents that are not to be copied or disseminated. Parties in proper person are entitled to read such documents in the courtroom or chambers or at such other place designated by the court.

5.500 ~~[Motions, timing, procedure, hearings, and orders]~~ Motion practice

Rule 5.501. Requirement to attempt resolution.

(a) Except for motions served with the initial pleading in a case or as otherwise provided herein or by other rule, statute, or court order, before any family division matter motion is filed, the movant must attempt to resolve the issues in dispute with the other party.

(b) A party filing a motion in which no attempt was made to resolve the issues in dispute with the other party shall include a statement within the

motion of what provision, futility, or impracticability prevented an attempt at resolution in advance of filing.

(c) Failure to comply with this rule may result in imposition of sanctions if the court concludes that one or more of the issues would have been resolved if an attempt at resolution had been made before filing.

Rule 5.502. Motion, opposition, countermotion, and reply submission and setting.

(a) [~~All~~] Except as otherwise provided by other rule, statute, or court order, all motions must contain the following notice on the first page directly below the case caption:

NOTICE: YOU MAY FILE A WRITTEN RESPONSE TO THIS MOTION WITH THE CLERK OF THE COURT AND PROVIDE THE UNDERSIGNED WITH A COPY OF YOUR RESPONSE WITHIN 14 DAYS OF YOUR RECEIPT OF THIS MOTION. FAILURE TO FILE A WRITTEN RESPONSE WITH THE CLERK OF THE COURT WITHIN 14 DAYS OF YOUR RECEIPT OF THIS MOTION MAY RESULT IN THE REQUESTED RELIEF BEING GRANTED BY THE COURT WITHOUT A HEARING PRIOR TO THE SCHEDULED HEARING DATE.

(b) All motions must be set on a day when the judge to whom the case is assigned is hearing civil domestic motions and not less than 35 days from the date the motion is filed.

(c) Within 14 days after service of the motion, the opposing party may file and serve a written opposition, with or without a countermotion, together

with a memorandum of points and authorities and supporting affidavits, if any, addressing the subject matter of the motion.

(d) A timely countermotion will be heard and decided at the same time set for the hearing of the original motion and no separate notice of motion is required.

(e) Request for submission.

(1) If no opposition to a motion is filed within 14 days of service, the movant may file and contemporaneously serve a request for submission.

(2) A request for submission must be accompanied by a proposed order.

(3) If the nonmovant does not file an opposition to the motion withing 3 days of service of the request for submission (or 7 days if the request for submission was served by mail), the court may grant all or any part of the motion without a hearing.

(f) The party filing the initial motion may file a reply memorandum of points and authorities not later than 7 days after service of the opposition. Absent leave or direction of the court, no reply to an opposition to a countermotion shall be filed.

~~[(f)]~~ (g) If all the ~~[civil-domestic]~~ family division judges in this district are disqualified from hearing a case, a notice of motion must state: "Please take notice that the undersigned will bring the above motion for hearing before a visiting or senior judge at such time as shall be prescribed by the court administrator."

~~[(g)]~~ (h) The first page of each motion, opposition (whether or not the opposition includes a countermotion), or reply shall include an option for the submitting party to request an oral argument ~~[hearing.]~~ hearing and, if desired, an option for requesting that the court schedule an in-person hearing.

If the motion, opposition, and/or reply did not request an oral argument hearing, the clerk shall set the matter on the court's chamber calendar; if one or more of those submissions [~~has~~] requested an oral argument hearing, the clerk shall set the matter on the court's hearing calendar.

Rule 5.503. Motion, opposition, countermotion, and reply content.

(a) Every motion, opposition, countermotion, and reply shall include points and authorities supporting each position [~~asserted.~~] asserted and an affidavit supporting all factual averments. Points and authorities lacking citation to relevant authority, or consisting of bare citations to statutes, rules, or case authority, do not comply with this rule. The absence or deficiency of points and authorities may be construed as an admission that the filing is not meritorious, or as cause for denial of all positions not supported.

(b) Failure of an opposing party to serve and file a written opposition may be construed as an admission that the motion is meritorious and a consent that it be granted.

(c) An opposition [~~to a motion~~] that contains a motion related to the same subject matter will be considered as a countermotion.

(d) Citations to decisions of the Supreme Court or Court of Appeals of the State of Nevada shall include the citation to Nevada Reports and to West's *Pacific Reporter* and the year of the decision. Whenever a decision of an appellate court of any other state is cited, the citation to West's Regional Reporter System shall be given together with the state and the year of decision. When a decision of the Supreme Court of the United States is cited, at least one parallel citation and year of decision shall be given. When a decision of [~~the Court of Appeals~~] a court of appeals or of a [~~District Court~~] district

court or other court of the United States has been reported in the Federal Reporter System, that citation, court, and year of decision shall be given.

* * *

Rule 5.505. [~~Proposed orders. Parties may supply proposed orders to the court and opposing party at least 7 days prior to the hearing. Proposed orders may include such findings, conclusions, and orders as the submitting party believes relevant to each point in dispute in the proceedings. Unless otherwise directed by the court, a party may supply an editable electronic copy of a proposed order to the court's law clerk concurrently with the submission of the proposed order. The presiding judge shall direct what format is acceptable for such editable submissions, or make other administrative directions relating to proposed orders.~~ Affidavits relating to motions. Unless otherwise required by another rule, statute, or court order, affidavits relating to motions, oppositions, countermotions, replies, or other papers may incorporate all factual averments by reference in substantially the following form:

I have read the foregoing _____, and the factual averments it contains are true and correct to the best of my knowledge, except as to those matters based on information and belief, and as to those matters, I believe them to be true. Those factual averments contained in the referenced filing are incorporated here as if set forth in full.

Rule 5.506. ~~[Affidavits relating to motions. Unless otherwise required by another rule, statute, or court order, affidavits relating to motions, oppositions, counter motions, replies, or other papers may incorporate all factual averments by reference in substantially the following form:~~

~~I have read the foregoing _____, and the factual averments it contains are true and correct to the best of my knowledge, except as to those matters based on information and belief, and as to those matters, I believe them to be true. Those factual averments contained in the referenced filing are incorporated here as if set forth in full.]~~

Exhibits to motions and other filings.

(a) Unless otherwise required by another rule, statute, or court order, this rule applies to exhibits filed in support of a motion or other paper, which shall be filed contemporaneously with the filing to which they relate.

(b) To be admissible at trial or in an evidentiary proceeding, all papers filed as exhibits shall be produced in discovery and Bates-stamped or otherwise identified by page number at the bottom right corner.

(c) Exhibits must be preceded by a sheet with the identification “Exhibit _____.”

(d) Collective exhibits to a filing must be filed as a separate appendix, including a table of contents identifying each exhibit.

(e) Oversized exhibits that cannot be reduced to 8.5 × 11 inches without destroying legibility, and any other exhibits that cannot be e-filed and are filed

and served conventionally, must be identified in the exhibit list or table of contents, noting that they have been separately filed and served.

(f) Unless otherwise required by another rule or statute, the following should not be made exhibits:

(1) Documents of record in a Clark County family division matter;

(2) Cases;

(3) Statutes;

(4) Other legal authority; or

(5) Confidential court documents or other documents as to which there is any prohibition or restriction on copying or dissemination.

(g) Exhibits may be deemed offers of proof but shall not be considered substantive evidence until admitted.

* * *

~~[Rule 5.509. Supplements relating to motions.~~

~~(a) Supplements to motions, oppositions, countermotions, or replies must be filed at least 1 day prior to the hearing.~~

~~(b) A supplement must pertain to the subject matter of an existing filing, provide information that could not reasonably have been supplied in the earlier filings, and reference the subject matter and filing to which it relates.~~

~~(c) Upon the request of any party or for good cause shown, the filing of a supplement may be found by the court as grounds for any or all of:~~

~~(1) Continuance of a hearing, with or without issuance of temporary orders;~~

~~(2) An award of fees in favor of a party not filing the supplement; or~~

~~(3) An order striking the supplement; and direction that the subject matter of the filing be addressed in a separate motion.]~~

Rule [5.510.] 5.509. Motions and procedure for orders to show cause.

(a) A motion seeking an Order to Show Cause (OSC) for contempt must be accompanied by a detailed affidavit complying with NRS 22.030(2) that identifies the specific provisions, pages and lines of the existing order(s) alleged to have been violated, the acts or omissions constituting the alleged violation, any harm suffered or anticipated, and the need for a contempt ruling, which should be filed and served as any other motion.

(b) The party seeking the OSC shall submit an ex parte application for issuance of the OSC to the court, accompanied by a copy of the filed motion for OSC and a copy of the proposed OSC.

(c) Upon review of the motion and application, the court may:

- (1) Deny the motion and vacate the hearing;
- (2) Issue the requested OSC, to be heard at the motion hearing;
- (3) Reset the motion hearing to an earlier or later time; or
- (4) Leave the hearing on calendar without issuing the OSC so as to address issues raised in the motion at that time, either resolving them or issuing the OSC at the hearing.

(d) If an OSC is issued in advance of the first hearing, the moving party shall serve it and the application for OSC on the accused contemnor.

(e) At the first hearing after issuance of an OSC, the accused contemnor may be held in contempt, or not, or the court may continue the hearing with

directions on the issue. At the first or any subsequent hearing after issuance of an OSC, if the accused contemnor does not appear, a bench warrant may be issued to secure attendance at a future hearing, or other relief may be ordered.

Rule ~~[5.511.]~~ 5.510. Motions in limine.

(a) Except as otherwise provided herein or by court order, a motion in limine to exclude or admit evidence must ordinarily be in writing and must be heard not less than 7 days prior to trial.

(b) Where the facts that would support a motion in limine arise or become known after it is practicable to file a motion in the ordinary course as set forth above, the filing party may seek an order shortening time to hear the motion as provided by these rules, or bring an oral motion in limine at a hearing.

(c) A written motion in limine must be supported by affidavit and, if not filed in the ordinary course, must detail how and when the facts arose or became known. The motion shall also ~~[set forth]~~ certify that after a conference or a good faith effort to confer, counsel were unable to resolve the matter satisfactorily, detailing what attempts to resolve the dispute were made, what was resolved and what was not resolved, and why. A conference requires ~~[either]~~ a personal, ~~[or telephone]~~ telephonic, video, or email conference between or among the parties. If a ~~[personal or telephone]~~ conference was not possible, the motion shall set forth the reasons.

Rule 5.511. Requirement to serve at actual known address.

(a) When a party seeking relief from the court has actual knowledge that the personal information of a nonmoving party on file with the court is not correct, then the moving party shall serve the nonmoving party at the known

address and email address of the nonmoving party in addition to the address on file with the court. All service made should be noted in the certificate of service.

(b) The failure of a moving party to attempt to provide actual notice to a nonmoving party is grounds for setting aside a court order obtained in proceedings in which the nonmoving party did not participate.

Rule 5.512. [~~Extensions of time relating to motions.~~

~~(a) Immediately below the title of any motion or stipulation for extension of time to file any opposition or reply, there shall also be included a statement indicating whether it is the first, second, third, etc., requested extension.~~

~~(b) The parties may by agreement extend the time within which an opposition or reply must be filed, so long as any scheduled hearing is unaffected, or is continued if it would be affected; notice is contemporaneously provided to the court; and all filings relating to the hearing are filed at least 7 days before the scheduled hearing. Compliance with these conditions shall be considered compliance with the requirements of NRCP 6(b).~~

~~(c) A party may file a motion for an extension of time to file an opposition or reply. Such a motion must explain why it could not be obtained by stipulation and be supported by affidavit.~~

~~(d) Except as otherwise provided by other rule, statute, or court order, an ex parte motion to extend the time for filing an opposition or reply will not ordinarily be granted. An order granting such a motion may extend the time for filing the subject opposition or reply, or may suspend the due date of that opposition or reply for such~~

~~period as is required to enable the moving party to apply for a further extension by stipulation or by noticed motion, and may shorten the time until the hearing of such a noticed motion.]~~ Supplements relating to motions.

(a) Supplements to motions, oppositions, countermotions, or replies must be filed at least 1 day prior to the hearing.

(b) A supplement must pertain to the subject matter of an existing filing, provide information that could not reasonably have been supplied in the earlier filing, and reference the subject matter and filing to which it relates.

(c) Upon the request of any party or for good cause shown, the filing of a supplement may be found by the court as grounds for any or all of:

(1) Continuance of a hearing, with or without issuance of temporary orders;

(2) An award of fees in favor of a party not filing the supplement;
or

(3) An order striking the supplement and direction that the subject matter of the filing be addressed in a separate motion.

Rule 5.513. [~~Reconsideration and/or rehearing of motions.~~

~~(a) A party seeking reconsideration and/or rehearing of a ruling (other than an order that may be addressed by motion pursuant to NRCP 50(b), 52(b), 59, or 60), must file a motion for such relief not later than 14 days after service of notice of entry of the order unless the time is shortened or enlarged by order. A motion for reconsideration does not toll the period for filing a notice of appeal.~~

~~(b) If a motion for reconsideration and/or rehearing is granted, the court may make a final disposition without hearing, may set it for~~

~~hearing or resubmission, or may make such other orders as are deemed appropriate under the circumstances.] Extensions of time relating to motions.~~

(a) Immediately below the title of any motion or stipulation for extension of time to file any opposition or reply, there shall also be included a statement indicating whether it is the first, second, third, etc., requested extension.

(b) The parties may by agreement extend the time within which an opposition or reply must be filed, so long as any scheduled hearing is unaffected, or is continued if it would be affected; notice is contemporaneously provided to the court; and all filings relating to the hearing are filed at least 7 days before the scheduled hearing. Compliance with these conditions shall be considered compliance with the requirements of NRCP 6(b).

(c) A party may file a motion for an extension of time to file an opposition or reply. Such a motion must explain why it could not be obtained by stipulation and be supported by affidavit.

(d) Except as otherwise provided by other rule, statute, or court order, an ex parte motion to extend the time for filing an opposition or reply will not ordinarily be granted. An order granting such a motion may extend the time for filing the subject opposition or reply, or may suspend the due date of that opposition or reply for such period as is required to enable the moving party to apply for a further extension by stipulation or by noticed motion, and may shorten the time until the hearing of such a noticed motion.

Rule 5.514. [~~Orders shortening time for a hearing.~~

~~(a) Unless prohibited by other rule, statute, or court order, a party may seek an order shortening time for a hearing.~~

~~(b) An ex parte motion to shorten time must explain the need to shorten the time. Such a motion must be supported by affidavit.~~

~~(c) Absent exigent circumstances, an order shortening time will not be granted until after service of the underlying motion on the nonmoving parties. Any motion for order shortening time filed before service of the underlying motion must provide a satisfactory explanation why it is necessary to do so.~~

~~(d) Unless otherwise ordered by the court, an order shortening time must be served on all parties upon issuance and at least 1 day before the hearing. An order that shortens the notice of a hearing to less than 14 days may not be served by mail.~~

~~(e) If the time for a hearing is shortened to a date before the due date of an opposition, the opposing party may orally oppose the motion at the hearing. In its discretion, the court may order a written opposition to be filed after the hearing.~~

~~(f) Should the court shorten the time for the hearing of a motion, the court may direct that the subject matter of any countermotion be addressed at the accelerated time, at the original hearing time, or at some other time.] Courtesy copies. Unless otherwise directed by the court, any filings that are electronically filed which include documents that do not scan reliably (e.g., photographs) should be courtesy copied to the court in advance of the hearing.~~

Rule 5.515. [Stipulations and motions to continue or vacate a hearing.

(a) Generally.

~~(1) Hearings may not be removed from the calendar by calling the clerk's office or the judge's chambers.~~

~~(2) An unfiled written stipulation and order to continue a hearing signed by both parties may be submitted to chambers prior to the time of hearing by hand delivery, facsimile, or email. The court may remove the hearing from the calendar or require the parties to appear and put the stipulation on the record. If the hearing is removed from the calendar, the court will set a new hearing upon receipt of the original stipulation and order.~~

~~(3) Immediately below the title of any motion or stipulation to continue a hearing there shall also be included a statement indicating whether it is the first, second, third, etc., requested continuance of a hearing.~~

~~(b) The parties may file a stipulation to vacate the hearing of a motion, which the clerk will remove from the calendar. The parties may not stipulate to remove a trial or evidentiary hearing without also obtaining court approval by order.~~

~~(c) A party may file an ex parte motion to continue a hearing, explaining why it could not be obtained by stipulation. Such a motion must be supported by affidavit. The court may:~~

~~(1) Grant or deny the motion; or~~

~~(2) Require that notice be given to all other parties if it had not already been given, and entertain a summary written response to the request or conduct a telephonic conference within a time to be specified by the court.] Proposed orders. Parties may supply proposed orders to the court and opposing party at least 7 days prior to the hearing. Proposed orders may include such findings, conclusions, and orders as the~~

submitting party believes relevant to each point in dispute in the proceedings. Unless otherwise directed by the court, a party may supply an editable electronic copy of a proposed order to the court's law clerk concurrently with the submission of the proposed order. The presiding judge shall direct what format is acceptable for such editable submissions or make other administrative directions relating to proposed orders.

Rule 5.516. [~~Courtesy copies. Unless otherwise directed by the court, any electronic filings that include documents that do not scan reliably (e.g., photographs) should be courtesy copied to the court in advance of the hearing.~~ Reconsideration and/or rehearing of motions.

(a) A party seeking reconsideration and/or rehearing of a ruling (other than an order that may be addressed by motion pursuant to NRCP 50(b), 52(b), 59, or 60), must file a motion for such relief not later than 14 days after service of notice of entry of the order unless the time is shortened or enlarged by order. A motion for reconsideration does not toll the period for filing a notice of appeal.

(b) If a motion for reconsideration and/or rehearing is granted, the court may make a final disposition without hearing, may set it for hearing or resubmission, or may make such other orders as are deemed appropriate under the circumstances.

Rule 5.517. [~~Attendance at hearings.~~

(a) ~~As provided by rule, statute, or court order, an unrepresented party and counsel for a represented party must appear at the time set for the hearing of any family division matter, personally, or by telephonic or audiovisual equipment.~~

~~(b) Even if represented by counsel, a party must attend a hearing if required by rule, statute, or court order, and at: case management conferences; contempt hearings directed against that party; returns from mediation; and hearings on preliminary motions relating to custody, child, or spousal support; temporary possession of a residence and protective orders, unless otherwise directed by the court.] Repealed.~~

Rule 5.518. [Joint preliminary injunction (JPI).

~~(a) Upon the request of any party at any time prior to the entry of a decree of divorce or final judgment, a preliminary injunction will be issued by the clerk against the parties to the action enjoining them and their officers, agents, servants, employees, or a person in active concert or participation with them from:~~

~~(1) Transferring, encumbering, concealing, selling, or otherwise disposing of any of the joint, common, or community property of the parties or any property that is the subject of a claim of community interest, except in the usual course of conduct or for the necessities of life or for retention of counsel for the case in which the JPI is obtained; or cashing, borrowing against, canceling, transferring, disposing of, or changing the beneficiaries of:~~

~~(A) Any retirement benefits or pension plan held for the benefit (or election for benefit) of the parties or any minor child; or~~

~~(B) Any insurance coverage, including life, health, automobile, and disability coverage;~~

~~without the written consent of the parties or the permission of the court.~~

~~(2) Molesting, harassing, stalking, disturbing the peace of or committing an assault or battery on the person of the other party, or any child, stepchild, other relative, or family pet of the parties.~~

~~(3) Relocating any child of the parties under the jurisdiction of the State of Nevada from the state without the prior written consent of all parties with custodial rights or the permission of the court.~~

~~(b) Unless otherwise ordered, the clerk will affix the electronic signature of the presiding judge upon issuance of a JPI on the court's form JPI and enter it as an order of the court; any alternative language must be approved by the assigned judge.~~

~~(c) The JPI is automatically effective against the party requesting it at the time it is issued and effective upon all other parties upon service. Service of the JPI will be construed as satisfying all requirements for notice of entry of the JPI. The JPI shall be treated as a court order and is enforceable by all remedies provided by law, including contempt.~~

~~(d) Once issued, the JPI will remain in effect until a decree of divorce or final judgment is entered or until modified or dissolved by the court.] Repealed.~~

Rule 5.519. [Domestic violence protection orders (TPO and EOP).

(a) Generally.

~~(1) The statutory evidentiary standard of “to the satisfaction of the court” shall be construed as equivalent to a reasonable cause or probable cause standard by a court considering an application for issuance of a temporary protection order (TPO) or extended order of protection (EOP).~~

~~(2) An application requesting a protection order must be based upon an affidavit setting forth specific facts within the affiant’s personal knowledge establishing good cause for the order.~~

~~(3) The court may take steps to verify the written information provided by the applicant, including whether a Child Protective Services case involving any party is or has been opened, and whether any party has been or is a party to any other proceeding involving domestic violence.~~

~~(4) The court may direct representatives of Child Protective Services or other agencies to attend a protection order hearing by subpoena or court order.~~

~~(5) The court may permit any person deemed appropriate to be present during a protective order proceeding in the interests of justice notwithstanding the demand by a party that the proceeding be private.~~

~~(6) The applicant may be ordered to pay all costs and fees incurred by the adverse party if by clear and convincing evidence it is proven that the applicant knowingly filed a false or intentionally misleading affidavit.~~

~~(b) Temporary orders. Any TPO issued pursuant to NRS 33.020(5) must be set for hearing within 7 days of issuance.~~

~~(c) Extended orders.~~

~~(1) An adverse party must be served with the TPO and application for the extension of a TPO at least 1 day prior to the scheduled hearing.~~

~~(2) If the application for an EOP contains a request for financial relief, the applicant must submit financial information on such a form as the court deems necessary.~~

~~(3) No EOP may be renewed beyond the statutory maximum period nor may a new EOP be granted based upon the filing of a new application that does not contain a new and distinct factual basis for the issuance of a protective order.~~

~~(4) Orders on related matters made in conjunction with extension of a TPO remain in effect for the life of the EOP unless modified by the hearing master or a district court judge hearing the TPO case or another family division case relating to the same parties.~~

~~(d) Proceedings in relation with other family division matters.~~

~~(1) If both a TPO case and another family division case relating to the same parties have been filed, the hearing master must bring all TPO cases to the attention of the district court judge before taking any action. Unless the district court judge orders otherwise:~~

~~(A) If a motion is filed in the other family division case before the TPO was granted and an extension hearing is set in the TPO court, the extension hearing will be set before the district court judge.~~

~~(B) If a motion is filed in the other family division case after the TPO was granted and an extension or dissolution hearing is set in the TPO court, the extension hearing will proceed and the hearing master may make such interim orders on extension of the TPO and any related issues at the extension hearing.~~

~~(2) Unless otherwise ordered by the district court judge, once a motion in another family division case relating to the same parties has been filed, all subsequent protection order filings and related issues will be heard by the district court judge both before and after final determination of the other family division case, so long as that other case remains open, and will be heard in the TPO court once the other case is closed.~~

~~(e) Objections to recommendations of hearing master.~~

~~(1) Interim orders, modifications or dissolutions, and recommendations pursuant to decision by a hearing master remain in full force and effect unless altered by order of the assigned district court judge irrespective of the filing of any post-decision motion or objection.~~

~~(2) A party may object to a hearing master's recommendation, in whole or in part, by filing a written objection within 14 days after the decision in the matter; if the objecting party was not present at the hearing, the objection period begins upon service of the order on that party.~~

~~(3) A copy of the objection must be served on the other party. If the other party's address is confidential, service may be made on the protection order office for service on the other party.~~

~~(f) A district court judge may accept, reject, or modify any recommendation of a hearing master.] Repealed.~~

Rule 5.520. [Other temporary restraining orders and preliminary injunctions.

(a) Generally.

~~(1) This rule governs all requests for temporary restraining orders and preliminary injunctions, except for those relating to domestic violence or joint preliminary injunctions.~~

~~(2) A party may file an ex parte motion for a temporary restraining order, a noticed motion for a preliminary injunction, or both.~~

~~(3) A motion for a temporary restraining order or preliminary injunction must be supported by affidavit.~~

~~(4) Every temporary restraining order and preliminary injunction shall state with specificity the reasons for its issuance and the act or acts sought to be restrained, without reference to other documents.~~

~~(5) Every temporary restraining order and preliminary injunction is binding on the parties to the action, their officers, agents, servants, employees, and attorneys, and on those persons in active concert or participation with them who receive actual notice of the order or injunction.~~

~~(6) Every temporary restraining order and preliminary injunction shall specify when it and all filings in support of its issuance must be served on the adverse party and specify the time for filing of the adverse party's opposition and supporting filings.~~

~~(b) Proceedings relating to ex parte temporary restraining orders.~~

~~(1) An ex parte motion for a restraining order granting temporary relief in a family division matter not more specifically governed by another rule will be considered only in cases of emergency and must detail the efforts, if any, made to give notice to~~

~~the adverse party or the reasons, if any, that such notice should not be required.~~

~~(2) Every ex parte temporary restraining order shall note when it was approved by the court and shall be filed by the clerk's office forthwith.~~

~~(3) Every ex parte temporary restraining order shall state the date and time it will expire, not to exceed 30 days after its issuance, unless extended by either further court order or by a filed, written consent by the party against whom the order is directed. The reasons for any extension shall be recited in such order or consent.~~

~~(4) Every ex parte temporary restraining order shall contain an order setting the hearing on a preliminary injunction on the same subject matter as soon as is practicable.~~

~~(c) Proceedings relating to preliminary injunctions.~~

~~(1) If, at the preliminary injunction hearing set by a temporary restraining order, the party who obtained the temporary restraining order does not proceed with the application for the injunction, the court shall dissolve the temporary restraining order.~~

~~(2) A party affected by a temporary restraining order may file a motion to dissolve or modify it on 14 days' notice to the party who obtained the restraining order.~~

~~(d) Any evidence received upon an application for a preliminary injunction that would be admissible at any family division hearing becomes part of the record and need not be repeated at a later hearing.] Repealed.~~

Rule 5.521. [Issuance of decisions.

~~(a) Once a trial, motion, or other proceeding is completed, the court may request additional information or documentation, draft a dispositional order, or render a decision and designate a party to prepare the necessary documents for the court's review and signature. In the absence of any specific direction, the moving party (or plaintiff, for final dispositions) should draft the documents.~~

~~(b) Counsel for the parties must provide such orders, provisions, and documents as are necessary to achieve distribution or finalization of all interests at issue in the proceedings or specify on the record when, how, and by whom that distribution or finalization is to be achieved.~~

~~(c) The court may issue an order to show cause for failure of a party to prepare and submit the necessary documents as directed within the time allotted by the court. Upon submission, the court may sign the proposed documents, return them to the preparer with instructions for revision, or take such other actions as are necessary to obtain a complete written disposition of the matter.~~

~~(d) Parties may waive notice of entry. The court may elect to provide written notice of entry.] Repealed.~~

Rule 5.522. [Countersignatures and direct submission of orders.

~~(a) Notwithstanding the directives of any local rule outside of Part V, unless otherwise ordered:~~

~~(1) The party obtaining an order, judgment, or decree shall have 7 days to prepare it and request the countersignature of the opposing party as to its form and content.~~

~~(2) The opposing party shall then have 7 days to countersign or otherwise respond.~~

~~(b) Unless otherwise ordered, if unable to obtain the countersignature of opposing counsel within 7 days, the drafting party may directly submit the proposed order to the court, copied to the opposing party, accompanied by an explanation of the attempts made to obtain the countersignature in substantially the following form:~~

~~(1) Enclosed please find our proposed Order from the _____ hearing. Despite attempts to prepare a countersigned Order, we were unable to obtain a countersignature.~~

~~On [date], we sent our proposed Order to opposing counsel for review; we received no response. Despite a reminder letter on [date], opposing counsel has not responded. We have attached the relevant correspondence.~~

~~Having reviewed the court minutes and the hearing recording, we believe the attached proposed Order complies with this court's orders and so submit it without the signature of opposing counsel.~~

~~Or:~~

~~(2) Enclosed please find our proposed Order from the _____ hearing. Despite attempts to prepare a countersigned Order, we were unable to reach agreement with opposing counsel. We have attached the relevant correspondence.~~

~~Having reviewed the court minutes and the hearing recording, we believe the attached proposed Order complies with this court's orders and so submit it without the signature of opposing counsel.~~

~~(c) If the parties are unable to agree on the form and content of a proposed order, and the drafting party directly submits a proposed order, the opposing party may submit a proposed alternative form of order, copied to the opposing party, within 7 days of submission of the first proposed order, accompanied by a brief explanation of the reason for the disagreement and the distinction between the proposed orders in substantially the following form:~~

~~The opposing party has submitted a proposed Order from the _____ hearing. Having reviewed the court minutes and the hearing recording, we believe our attached proposed Order is more accurate than that of opposing counsel and have included the time indexes for the court's convenience.]~~

Repealed.

~~Rule 5.523. [Construction of orders requiring payment of money. Unless otherwise specified, any order calling for the payment of a sum from a party to any other person or entity shall be construed as having been reduced to judgment and made collectible by all lawful means.]~~ **Repealed.**

Rule 5.524. [~~Settlement conferences.~~

~~(a) At the request of any party or on its own motion, the court may order the parties to participate in a settlement conference.~~

~~(b) Unless otherwise ordered, at least 7 days before any scheduled settlement conference, each party must submit to the settlement judge a confidential settlement conference brief that is no more than 10 pages in length and addresses: the relevant facts of the case; the issues remaining unresolved and their proposed resolution; any scheduled hearings and trial dates; the dates and amounts of any demands and offers and their expiration date(s); any unusual legal issues; and any other information useful to a settlement of the matter.~~

~~(c) The confidential settlement briefs are not to be made part of the regular or confidential court file or otherwise provided to the court hearing the matter, directly or indirectly.~~

~~(d) If settlement is reached, the memorialization of settled terms shall be promptly reduced to writing and signed, or by consent placed on the record and entered in the minutes in the form of an order.~~

~~(e) To the degree practicable, these provisions are to be utilized by senior settlement judges, district court judges, settlement masters, or other persons performing the function of facilitating mediation and settlement.] Repealed.~~

Rule 5.525. [~~Meetings of counsel before calendar call or final pretrial conference; pretrial memorandum.~~

~~(a) Prior to or at any calendar call, or at least 7 days before trial or any evidentiary hearing if there is no calendar call, the designated trial attorneys for all parties shall meet to arrive at stipulations and~~

~~agreements, for the purpose of simplifying the issues to be tried, and exchange final lists of exhibits and the names and addresses of all witnesses (including experts) to be actually called or used at trial. No new exhibits or witnesses are to be added, although previously disclosed witnesses or exhibits may be eliminated, unless otherwise ordered.~~

~~(b) Except as otherwise ordered, each party must prepare a pretrial memorandum that must be filed and served on all other parties not less than 7 days before the calendar call, or 14 days before the hearing if there is no calendar call. Unless otherwise ordered, the pretrial memorandum must concisely state:~~

~~(1) A brief statement of the facts of the case, including:~~

~~(A) The names and ages of the parties.~~

~~(B) The date of the marriage.~~

~~(C) Whether any issues have been resolved and the details of the resolution.~~

~~(D) The names, birth dates, and ages of any children.~~

~~(2) If child custody is unresolved, proposed provisions for custody and visitation.~~

~~(3) If child support is unresolved, the amount of support requested and the factors that the court should consider in awarding support.~~

~~(4) If spousal support is unresolved, the form, amount, and duration requested and the factors that the court should consider in awarding support.~~

~~(5) A brief statement of contested legal and factual issues regarding the distribution of property and debts.~~

~~(6) If a request is being made for attorney fees and costs, the amount of the fees and costs incurred to date.~~

~~(7) Any proposed amendments to the pleadings.~~

~~(8) A list of all exhibits, including exhibits that may be used for impeachment, and a specification of any objections each party may have to the admissibility of the exhibits of an opposing party.~~

~~(9) A list of the names and addresses of all witnesses (including experts), other than a resident witness, that each party intends to call. Failure to list a witness, including impeachment witnesses, may result in the court precluding the party from calling that witness.~~

~~(10) If any requests involving money are at issue, a financial disclosure in accordance with these rules.~~

~~(11) A list of substantial property, all secured and unsecured indebtedness, and the proposed disposition of assets and liabilities in a format substantially complying with court rules or any asset and debt schedule forms provided by the court.~~

~~(12) Any other matter that counsel desires to bring to the attention of the court at calendar call.] Repealed.~~

Rule 5.526. [Dismissal and closing of cases; reactivation procedure.

~~(a) A family case that has been pending for more than 6 months and in which no action has been taken for more than 3 months may be dismissed on the court's own initiative without prejudice.~~

~~(b) A case shall be designated closed by the clerk of the court if:~~

~~(1) There has been no substantial activity in the case within 31 days of the notice of entry of decree or judgment;~~

~~(2) There has been no substantial activity in a postdispositional case within 31 days of notice of entry of a final order;~~

~~(3) There has been an involuntary dismissal without prejudice as set forth in these rules or the Nevada Rules of Civil Procedure; or~~

~~(4) Upon order of the court.~~

~~(e) Written notice of entry of a dismissal or order of the court pursuant to this rule must be given to each party who has appeared in the action. Placing a copy of a notice in the attorney's folder maintained in the office of the clerk of the court constitutes notice to that attorney.~~

~~(d) A family division case that has been dismissed pursuant to this rule will be reactivated at the written request of a party if the request is filed within 30 days of service of written notice of entry of the dismissal.] Repealed.~~

~~Rule 5.527. [Filing fee to reopen cases. A completed fee information sheet shall be filed and the current statutory fee payable to the county clerk shall be paid upon the filing of any motion or other paper that seeks to reopen a case; modify or adjust a final order that was issued pursuant to NRS Chapters 125, 125B, or 125C; or file an answer or response to such a motion or other paper. No such fee or information sheet is required for motions for reconsideration or for a new trial or motions filed solely to adjust the amount of child support in a final order.] Repealed.~~

5.600 ~~[Discovery]~~ Stipulations, conferences, and hearings

Rule 5.601. ~~[Discovery documents; Bates stamps.~~

~~(a) Every document produced in discovery should be identified with a unique identifier, signifying the party that produced it and its sequential order of production (e.g., "Plaintiff 0123," or for party John Smith, "JS0123"). Every party using that document in that case should continue to use the identifier given to it upon production.~~

~~(b) Unique identifying numbers should normally be printed at the lower right corner of the document, unless that is not practicable, in which case it can be printed elsewhere on the document.]~~

Stipulations in family law proceedings.

(a) A stipulation must include the material terms of the subject matter addressed.

(b) A stipulation may be placed on the record in court.

(c) An out-of-court stipulation must be reduced to writing and subscribed by the party against whom the agreement is being enforced, or memorialized in a form providing clear and convincing evidence of the party's assent. Such a stipulation may provide that it is effective between the parties immediately.

(d) A stipulation adopted by the court shall be binding on the parties immediately, and shall become an enforceable order once written, signed by the court, and filed.

(e) A court-adopted stipulation concerning child custody shall be construed as including findings that it is the best interest of the child and is not unconscionable, illegal, or in violation of public policy. Unless otherwise ordered, it shall be construed as a waiver of any additional detailed findings and shall be enforceable without additional specific best interest findings.

Rule 5.602. ~~[Discovery disputes, conferences, motions, stays.~~

~~(a) Unless otherwise ordered, all discovery disputes (except disputes presented at a pretrial conference or at trial) must first be heard by the discovery hearing master.~~

~~(b) Upon reasonable notice, the discovery hearing master may direct the parties to appear for a conference with the hearing master concerning any discovery dispute. Unless otherwise directed, points and authorities need not be filed prior to a conference noticed by the hearing master. Counsel may not stipulate to vacate or continue a conference without the hearing master's consent.~~

~~(c) The hearing master may shorten or extend any of the times for any discovery motion.~~

~~(d) A discovery motion must set forth that after a discovery dispute conference or a good faith effort to confer, counsel were unable to resolve the matter satisfactorily, detailing what attempts to resolve the dispute were made, what was resolved and what was not resolved, and why. A conference requires either a personal or telephone conference between or among the parties; if a personal or telephone conference was not possible, the motion shall set forth the reasons. Such a motion must be supported by affidavit.~~

~~(e) If the responding party failed to answer discovery, the motion shall set forth what good faith attempts were made to obtain compliance. If, after request, the responding party fails to participate in good faith in the conference or to answer the discovery, the court may require such party to pay to any other party the reasonable expenses, including attorney fees, caused by the failure.~~

~~(f) The hearing master may stay any disputed discovery proceeding pending resolution by the judge.~~

~~(g) Following the hearing of any discovery motion, or other contested matter heard by or submitted to a discovery commissioner, the discovery commissioner must prepare a report with the discovery commissioner's recommendations for a resolution of each unresolved dispute.~~

~~(1) The discovery commissioner may direct counsel to prepare the report.~~

~~(2) The discovery commissioner must file the report with the court and serve a copy of it on each party.~~

~~(3) If the discovery commissioner determines that the exigencies of the case do not permit application of the time frames set out in NRCP 16.3, the following time frames will apply instead. Within 7 calendar days after being served with the report, any party may file and serve written objections to the recommendations. Written authorities may be filed with an objection but are not mandatory. If written authorities are filed, any other party may file and serve responding authorities within 7 days after being served with the objections.~~

~~(4) Upon receipt of a discovery commissioner's report, any objections, and any response, the court may:~~

~~(A) Affirm, reverse, or modify the discovery commissioner's ruling without a hearing;~~

~~(B) Set the matter for a hearing; or~~

~~(C) Remand the matter to the discovery commissioner for reconsideration for further action.~~

~~(h) Papers or other materials submitted for the discovery hearing master's *in camera* inspection must be accompanied by a captioned cover sheet that indicates it is being submitted *in camera*. All *in camera* submissions must also contain an index of the specific items submitted. A copy of the index must be furnished to all other parties. The party submitting the materials *in camera* must provide one copy of the materials without redactions and one set of materials with proposed redactions. If the *in camera* materials consist of documents, counsel must provide to the hearing master an envelope of sufficient size into which the *in camera* papers can be sealed without being folded.~~ Settlement conferences.

(a) At the request of any party or on its own motion, the court may order the parties to participate in a settlement conference.

(b) Unless otherwise ordered, at least 7 days before any scheduled settlement conference, each party must submit to the settlement judge a confidential settlement conference brief that is no more than 10 pages in length and addresses the relevant facts of the case, the issues remaining unresolved and their proposed resolution, any scheduled hearings and trial dates, the dates and amounts of any demands and offers and their expiration date(s), any unusual legal issues, and any other information useful to a settlement of the matter.

(c) The confidential settlement briefs are not to be made part of the regular or confidential court file or otherwise provided to the court hearing the matter, directly or indirectly.

(d) If settlement is reached, the memorialization of settled terms shall be promptly reduced to writing and signed, or by consent placed on the record and entered in the minutes in the form of an order.

(e) To the degree practicable, these provisions are to be utilized by district court judges, senior settlement judges, settlement masters, or other persons performing the function of facilitating mediation and settlement.

Rule 5.603. Resolution of parent-child issues before trial of other issues. Unless otherwise directed by the court, all contested child custody proceedings must be submitted to the court for resolution prior to trial of, or entry of an order resolving, the remaining issues in an action.

Rule 5.604. Meetings of counsel before calendar call or final pretrial conference; pretrial memorandum.

(a) Prior to or at any calendar call, or at least 7 days before trial or any evidentiary hearing if there is no calendar call, the designated trial attorneys for all parties shall meet to arrive at stipulations and agreements, for the purpose of simplifying the issues to be tried, and exchange final lists of exhibits and the names and addresses of all witnesses (including experts) to be actually called or used at trial. No new exhibits or witnesses are to be added, although previously disclosed witnesses or exhibits may be eliminated, unless otherwise ordered.

(b) Except as otherwise ordered, each party must prepare a pretrial memorandum that must be filed and served on all other parties not less than 7 days before the calendar call or 14 days before the hearing if there is no calendar call. Unless otherwise ordered, the pretrial memorandum must concisely state:

(1) A brief statement of the facts of the case, including:

(A) The names and ages of the parties;

(B) The date of the marriage;

(C) Whether any issues have been resolved and the details of the resolution; and

(D) The names, birth dates, and ages of any children.

(2) If child custody is unresolved, proposed provisions for custody and visitation;

(3) If child support is unresolved, the amount of support requested and the factors that the court should consider in awarding support;

(4) If spousal support is unresolved, the form, amount, and duration requested and the factors that the court should consider in awarding support;

(5) A brief statement of contested legal and factual issues regarding the distribution of property and debts;

(6) If a request is being made for attorney fees and costs, the amount of the fees and costs incurred to date;

(7) Any proposed amendments to the pleadings;

(8) A list of all exhibits, including exhibits that may be used for impeachment, and a specification of any objections each party may have to the admissibility of the exhibits of an opposing party;

(9) A list of the names and addresses of all witnesses (including experts), other than a resident witness, that each party intends to call. Failure to list a witness, including impeachment witnesses, may result in the court precluding the party from calling that witness;

(10) If any requests involving money are at issue, a financial disclosure in accordance with these rules;

(11) A list of substantial property, all secured and unsecured indebtedness, and the proposed disposition of assets and liabilities in a format

substantially complying with court rules or any asset and debt schedule forms provided by the court; and

(12) Any other matter that counsel desires to bring to the attention of the court at calendar call.

Rule 5.605. Pretrial conferences and calendar call.

(a) At the request of the court or a party, the court may conduct one or more pretrial conferences or a calendar call, or both.

(b) The court may resolve, or schedule a conference to resolve, any evidentiary, procedural, scheduling, or other matters for the trial, including prospects of settlement, potential alternate methods of dispute resolution, readiness for trial, the exhibits to be submitted, the witnesses (including experts) to be actually called, or any other matters.

(c) Unless otherwise directed by the court, each party must provide to the court and any opposing party by the time of calendar call:

(1) All proposed exhibits, marked for identification; and

(2) A typed exhibit list, identifying all stipulated exhibits.

(d) Failure to attend a pretrial conference or calendar call or to provide the required materials may result in imposition of sanctions.

Rule 5.606. Orders shortening time for a hearing.

(a) Unless prohibited by other rule, statute, or court order, a party may seek an order shortening time for a hearing.

(b) An ex parte motion to shorten time must explain the need to shorten the time. Such a motion must be supported by affidavit.

(c) Absent exigent circumstances, an order shortening time will not be granted until after service of the underlying motion on the nonmoving parties.

Any motion for order shortening time filed before service of the underlying motion must provide a satisfactory explanation why it is necessary to do so.

(d) Unless otherwise ordered by the court, an order shortening time must be served on all parties upon issuance and at least 1 day before the hearing. An order that shortens the notice of a hearing to less than 14 days may not be served by mail.

(e) If the time for a hearing is shortened to a date before the due date of an opposition, the opposing party may orally oppose the motion at the hearing. In its discretion, the court may order a written opposition to be filed after the hearing.

(f) Should the court shorten the time for the hearing of a motion, the court may direct that the subject matter of any countermotion be addressed at the shortened time, at the original hearing time, or at some other time.

Rule 5.607. Stipulations and motions to continue or vacate a hearing.

(a) Generally.

(1) Hearings may not be removed from the calendar by calling the clerk's office or the judge's chambers.

(2) An unfiled written stipulation and order to continue a hearing signed by both parties may be submitted to chambers prior to the time of hearing by hand delivery, facsimile, or email. The court may remove the hearing from the calendar or require the parties to appear and put the stipulation on the record. If the hearing is removed from the calendar, the court will set a new hearing upon receipt of the original stipulation and order.

(3) Immediately below the title of any motion or stipulation to continue a hearing there shall also be included a statement indicating whether it is the first, second, third, etc., requested continuance of a hearing.

(b) The parties may file a stipulation to continue or vacate the hearing of a motion, which the clerk will remove from the calendar. The parties may not stipulate to remove a trial or evidentiary hearing without also obtaining court approval by order.

(c) A party may file an ex parte motion to continue or vacate a hearing, explaining why it could not be obtained by stipulation. Such a motion must be supported by affidavit. The court may:

(1) Grant or deny the motion; or

(2) Require that notice be given to all other parties if it had not already been given and entertain a summary written response to the request or conduct a personal, telephonic, video, or email conference within a time to be specified by the court.

Rule 5.608. Attendance at hearings.

(a) As provided by rule, statute, or court order, an unrepresented party and counsel for a represented party must appear at the time set for the hearing of any family division matter, personally, or by telephonic or audiovisual equipment.

(b) Even if represented by counsel, a party must attend a hearing if required by rule, statute, or court order, and unless otherwise directed by the court, at case management conferences; contempt hearings directed against that party; returns from mediation; and hearings on custody, child or spousal support, temporary possession of a residence, or protective orders.

Rule 5.609. In-person and virtual hearings.

(a) Unless otherwise directed by the court, all hearings except for evidentiary hearings, trials, and proceedings to show cause why sanctions should not be imposed shall be conducted by utilizing simultaneous audiovisual or telephonic transmission equipment.

(b) A party filing a motion, opposition, or reply requesting an in-person hearing shall set forth the reasons for the request.

(c) Upon a minimum of 7 days' notice, the court may schedule or reschedule any hearing as an in-person hearing for good cause.

5.700 Orders and judgments

Rule 5.701. [~~Guardianship calendars. Subject to change by order of the presiding judge, the guardianship calendar will be heard every Wednesday at 9:00 a.m. If a legal holiday falls on a Wednesday the guardianship calendar for that week will be heard at such time as set by the guardianship judge or judges.~~ Summary disposition and uncontested matters.

(a) Unless a hearing is required by statute or by the court, any uncontested, stipulated, or resolved matter may be submitted to the court for consideration without a hearing.

(b) Any child custody proceeding not referencing a written custody and visitation agreement shall require an affidavit by the moving party reciting:

(1) The date the parties separated;

(2) With whom the child has lived during the preceding 6 months;

(3) The contact the child has had with both parents in the past 6 months; and

(4) The proposed custody and visitation schedule for the other party and the child, including specific reasons, if any, why visitation should be denied, restricted, or supervised, with all necessary specifics of whatever contact is requested.

(c) An affidavit to corroborate residency shall state the address of the affiant and how long the affiant has been a resident of this state, how the affiant is acquainted with the party whose residency is being corroborated, the total length of time the affiant knows that the party has resided in this state, that the affiant can verify the affiant's personal knowledge that the party is a resident of this state, and the basis of the affiant's personal knowledge.

(d) An uncontested family division matter may be heard on any day and time that the assigned judge is hearing uncontested matters. Unless otherwise ordered, a request that the court hear an uncontested case must be made to the clerk not later than 7 days before the day on which the case is to be heard, and all relevant papers must be filed with the clerk at or before the time the request for the uncontested setting is made. If the judge who was to hear an uncontested case is absent at the time set for that hearing, the case may be heard by any other judge.

Rule 5.702. ~~Approved guardianship matters.~~

~~(a) The supervising guardianship judge(s) shall prepare an approved list each week of guardianship matters which can be heard without further testimony or appearance.~~

~~(b) In order to be on the approved list, the following must be strictly observed:~~

~~(1) All petitions must be verified.~~

~~(2) Where a bond is required, the petition must set forth with particularity the personal property of the estate together with the estimated amount of annual income from all sources.~~

~~(3) Where a blocked account is requested in lieu of a bond or in conjunction with a bond, the petition must set forth with particularity the personal property of the estate that shall be blocked from access together with the personal property, if any, that will be covered by the bond.~~

~~(4) The original order to be signed by the judge, together with any copies to be conformed, must be delivered to the guardianship commissioner not later than 5:00 p.m. on Friday the week before the matter is to be heard. Without a showing to the court of good cause, proposed orders not submitted within the time provided for in this rule will, upon the noticed Wednesday, be continued for 1 week, or longer at the request of counsel, to enable compliance.] Unopposed motions and summary orders.~~

(a) The court may deny a motion at any time.

(b) The court may grant all or any part of a motion after an opposition has been filed or 21 days after service of the motion if no opposition was filed.

(c) Unless otherwise ordered, an order granting an unopposed motion should be construed as having adopted the factual allegations in the motion as findings.

(d) If an order granting an unopposed motion concerns child custody, it shall be construed as including findings that it is in the best interest of the child and is not unconscionable, illegal, or in violation of public policy without requiring additional specific best interest findings.

(e) The court may issue other written orders relating to motions as it deems appropriate.

Rule 5.703. [~~Contested guardianship matters. The guardianship judge may hear whichever contested matters the judge shall select, and schedule them at the convenience of the judge's calendar. All other contested matters will be assigned to a trial judge serving in the family division on a random basis. The assigned judge may, upon resolution of the contested matter, return the case to the guardianship calendar, or continue with the case if further contested matters are expected.~~] Joint preliminary injunctions (JPI).

(a) Upon the request of any party at any time prior to the entry of a decree of divorce or final judgment, a preliminary injunction will be issued by the clerk against the parties to the action enjoining them and their officers, agents, servants, employees, or a person in active concert or participation with them from:

(1) Transferring, encumbering, concealing, selling, or otherwise disposing of any of the joint, common, or community property of the parties or any property that is the subject of a claim of community interest, except in the usual course of conduct or for the necessities of life or for retention of counsel for the case in which the JPI is obtained; or cashing, borrowing against, canceling, transferring, disposing of, or changing the beneficiaries of:

(A) Any retirement benefits or pension plan held for the benefit (or election for benefit) of the parties or any minor child; or

(B) Any insurance coverage, including life, health, automobile, and disability coverage;

without the written consent of the parties or the permission of the court.

(2) Molesting, harassing, stalking, disturbing the peace of or committing an assault or battery on the person of the other party, or any child, stepchild, other relative, or family pet of the parties.

(3) Relocating any child of the parties under the jurisdiction of the State of Nevada from the state without the prior written consent of all parties with custodial rights or the permission of the court.

(b) Unless otherwise ordered, the clerk will affix the electronic signature of the presiding judge upon issuance of a JPI on the court's form JPI and enter it as an order of the court; any alternative language must be approved by the assigned judge.

(c) The JPI is automatically effective against the party requesting it at the time it is issued and effective upon all other parties upon service. Service of the JPI will be construed as satisfying all requirements for notice of entry of the JPI. The JPI shall be treated as a court order and is enforceable by all remedies provided by law, including contempt.

(d) Once issued, the JPI will remain in effect until a decree of divorce or final judgment is entered or until modified or dissolved by the court.

Rule 5.704. [Continuances.

~~(a) At the call of the calendar, if a matter is not ready for hearing or approved, it may be continued from week to week for not more than 3 weeks. After the third continuance, it will be ordered off calendar unless a motion for further continuance is granted by the court. If a continuance is requested, the guardianship judge must be notified not later than 5:00 p.m. on Friday the week before the matter is to be heard. A later request will be considered by the court only upon a showing of good cause.~~

~~(b) When a petition for guardianship is called for hearing, and any person appears and orally declares a desire to file a written objection, the court will continue the hearing with the understanding that if an objection is not actually on file at the new hearing date, the hearing will proceed.~~

~~(c) At the call of the calendar, if objection is taken to any matter on the approved list, and petitioner or petitioner's counsel is not present, the court may continue the matter to allow the filing of written objections and the giving of notice thereof to petitioner. Such continuance must be made, and petitioner or petitioner's counsel notified, in any case in which the court proposes to effect a substantial change in the relief prayed for.]~~ Issuance of decisions.

(a) Once a trial, motion, or other proceeding is completed, the court may request additional information or documentation, draft a dispositional order, or render a decision and designate a party to prepare the necessary documents for the court's review and signature. In the absence of any specific direction, the moving party (or plaintiff, for final dispositions) should draft the documents.

(b) Parties must provide such orders, provisions, and documents as are necessary to achieve distribution or finalization of all interests at issue in the proceedings or specify on the record when, how, and by whom that distribution or finalization is to be achieved.

(c) The court may issue an order to show cause for failure of a party to prepare and submit the necessary documents as directed within the time allotted by the court. Upon submission, the court may sign the proposed documents, return them to the preparer with instructions for revision, or take

such other actions as are necessary to obtain a complete written disposition of the matter.

(d) The court may elect to provide written notice of entry. A party may waive notice of entry, in which case the date of entry of the written order or decree shall be treated as the date of service of notice of entry for all time limits normally calculated from service of notice of entry.

Rule 5.705. [~~Consolidations with the lowest number.~~

~~(a) Whenever it appears that two or more guardianship petitions with different numbers have been filed with reference to the same proposed ward or wards, the court may on its own motion consolidate all of the matters with the matter bearing the lowest number, unless the court specifically determines a higher case number shall be the surviving case.~~

~~(b) Where a complete consolidation of proceedings is ordered, the clerk, unless otherwise ordered by the court, must file such consolidated proceeding and all subsequent papers relating thereto under the number assigned to the case which the judge designates as the surviving case.]~~ **Default judgments.**

(a) Unless the court requests the presentation of oral testimony, an application for a judgment by default must be made upon the personal affidavit of the party seeking default, on personal knowledge, setting forth facts that would be admissible in evidence, showing that the affiant is competent to testify to those matters, and avoiding general conclusions or argument. A deficient affidavit may be stricken, wholly or in part, and the court may decline to consider the application for the default judgment. An affidavit may be accompanied by documentary evidence in support of the judgment sought.

(b) Unless otherwise provided by other rule, statute, or court order or direction, a request for entry of judgment by default, with any supporting affidavits and documentation, shall be placed on the court's chamber calendar for resolution.

~~Rule 5.706. [Additional guardianship bond. It is the duty of a guardianship representative and/or counsel, if counsel becomes aware of facts causing the need therefor, to petition the court for an ex parte order increasing the bond to the total appraised value of personal property on hand plus 1 year's estimated annual income from real and personal property. In any accounting where a bond has been posted, there must be included therein a separate paragraph setting forth the total bond(s) posted, the appraised value of personal property on hand plus the estimated annual income from real and personal property and a statement of any additional bond thereby required.] Countersignatures and direct submission of orders.~~

(a) Unless otherwise ordered:

(1) The party obtaining an order, judgment, or decree shall have 7 days to prepare it and request the countersignature of the opposing party as to its form and content.

(2) The opposing party shall then have 7 days to countersign or otherwise respond.

(b) Unless otherwise ordered, if unable to obtain the countersignature of the opposing party within 7 days, the drafting party may directly submit the proposed order to the court, copied to the opposing party, accompanied by an explanation of the attempts made to obtain countersignature in substantially the following form:

(1) Enclosed please find our proposed Order from the hearing. Despite attempts to prepare a countersigned Order, we were unable to obtain a countersignature.

On [date], we sent our proposed order to the opposing party for review; we received no response. Despite a reminder letter on [date], the opposing party has not responded. We have attached the relevant correspondence.

Having reviewed the court minutes and the hearing recording, we believe the attached proposed Order complies with this court's orders and so submit it without the signature of the opposing party.

Or:

(2) Enclosed please find our proposed Order from the hearing. Despite attempts to prepare a countersigned Order, we were unable to reach agreement with the opposing party. We have attached the relevant correspondence.

Having reviewed the court minutes and the hearing recording, we believe the attached proposed Order complies with this court's orders and so submit it without the signature of the opposing party and have included the time indexes for the court's convenience.

(c) If the parties are unable to agree on the form and content of a proposed order, and the drafting party directly submits a proposed order, the opposing party may submit a proposed alternative form of order, copied to the

drafting party, within 7 days of submission of the first proposed order, accompanied by a brief explanation of the reason for the disagreement and the distinction between the proposed orders in substantially the following form:

The opposing party has submitted a proposed Order from the _____ hearing. Having reviewed the court minutes and the hearing recording, we believe our attached proposed Order is more accurate than that of the opposing party and have included the time indexes for the court's convenience.

~~Rule 5.707. [Contents of guardianship orders. All orders or decrees in guardianship matters shall set forth completely all matters actually passed on by the court and shall not merely refer to corresponding provisions of the petition. Guardianship orders should be so drawn that their general effect may be determined without reference to the petition on which they are based. Orders must not be drawn so that only the signature of the court, or the date and signature, appear on a page, nor may any matter appear after the signature of the court. The name, address and signature of the submitting attorney must appear on all orders.] Notices.~~

(a) Unless otherwise directed by the court, all orders addressing child custody or child support shall include such notices as prescribed in a list maintained and publicized by the presiding judge.

(b) Unless otherwise directed by the court, all final orders shall include notice of the affirmative duty to update changes in personal information in a form prescribed and publicized by the presiding judge.

Rule 5.708. [~~Content of guardianship accounting.~~

~~(a) All accounts filed in guardianship proceedings, including trust accounts, must contain a summary or recapitulation showing:~~

~~(1) Amount of appraisal, if first account. If subsequent account, amount chargeable from prior account.~~

~~(2) Amount of receipts excluding capital items.~~

~~(3) Gains on sales or other disposition of assets, if any.~~

~~(4) Amount of disbursements.~~

~~(5) Losses on sales or other disposition of assets, if any.~~

~~(6) Amount of property on hand.~~

~~(b) An accounting may be rejected by the court if a recapitulation is not submitted with the accounting. If an accounting is rejected, it must be amended and the appropriate notice of hearing submitted to the court.] Filing orders. Any order, judgment, or decree that has been signed by a judge must be filed with the clerk of the court promptly. No attorney may withhold or delay the filing of any such order, judgment, or decree for any reason.~~

Rule 5.709. [~~Guardianship case management.~~

~~(a) The presiding judge shall reassign guardianship cases and related domestic cases in an effort to provide consistency as follows.~~

~~(1) If a guardianship case involves a minor:~~

~~(A) and is over the person, the case shall be reassigned, upon coming on calendar, to the department to which any prior dissolution of marriage or child custody case has been assigned;~~

~~(B) and is over the estate, the case shall remain assigned to the guardianship judge;~~

~~(C) and is over the person and the estate, the case shall be reassigned, upon coming on calendar, to the department to which any prior dissolution of marriage or child custody case has been assigned if the estate is in summary administration or the size of the estate is or will likely remain below \$5,000.00. Otherwise, the case shall remain assigned to the guardianship judge.~~

~~(2) If a guardianship case involves an adult:~~

~~(A) and is over the person, estate, or person and estate, the case shall remain assigned to the guardianship judge unless there is a pre-existing actively litigated domestic case involving the proposed ward or ward. If there is a pre-existing actively litigated domestic case, the guardianship shall be reassigned to the department to which the actively litigated domestic case has been assigned;~~

~~(i) At the conclusion of a domestic case, the guardianship case shall be reassigned from the department to the guardianship judge.~~

~~(B) and is over the person, estate, or person and estate, the case shall remain assigned to the guardianship judge if the guardianship pre-existed the filing of the domestic case. The domestic case that is filed subsequent to the guardianship, unless good cause is shown, will be assigned or reassigned to the guardianship judge.~~

~~(3) This rule does not affect the filing of peremptory challenges.] Construction of orders requiring payment of money. Unless otherwise specified, any order calling for the payment of a sum from a party to any other person or entity shall be construed as having been reduced to judgment and made collectible by all lawful means.~~

~~Rule 5.710. [Ex parte petition of minor. If both parents are known to the petitioner, and paternity has been determined or a custodial arrangement has been made by a court order, both parents must consent in writing to the guardianship. If either parent fails to consent in writing to the guardianship, then a citation must be issued and the matter set for hearing.]~~ Domestic violence protection orders (TPO and EOP).

(a) Generally.

(1) The statutory evidentiary standard of “to the satisfaction of the court” shall be construed as equivalent to a reasonable cause or probable cause standard by a court considering an application for issuance of a temporary protection order (TPO) or extended order of protection (EOP).

(2) An application requesting a protection order must be based upon an affidavit setting forth specific facts within the affiant’s personal knowledge establishing good cause for the order.

(3) The court may take steps to verify the written information provided by the applicant, including whether a Child Protective Services case involving any party is or has been opened, and whether any party has been or is a party to any other proceeding involving domestic violence.

(4) The court may direct representatives of Child Protective Services or other agencies to attend a protection order hearing by subpoena or court order.

(5) The court may permit any person deemed appropriate to be present during a protective order proceeding in the interests of justice notwithstanding the demand by a party that the proceeding be private.

(6) The applicant may be ordered to pay all costs and fees incurred by the adverse party if by clear and convincing evidence it is proven that the applicant knowingly filed a false or intentionally misleading affidavit.

(b) Extended orders.

(1) An adverse party must be served with the TPO and application for the extension of a TPO at least 1 day prior to the scheduled hearing.

(2) If the application for an EOP contains a request for financial relief, the applicant must submit financial information on such a form as the court deems necessary.

(3) No EOP may be renewed beyond the statutory maximum period, nor may a new EOP be granted based upon the filing of a new application that does not contain a new and distinct factual basis for the issuance of a protective order.

(4) Orders on related matters made in conjunction with extension of a TPO remain in effect for the life of the EOP unless modified by the hearing master or a district court judge hearing the TPO case or another family division case relating to the same parties.

(c) Proceedings in relation with other family division matters.

(1) If both a TPO case and another family division case relating to the same parties have been filed, the hearing master must bring all TPO cases to the attention of the district court judge before taking any action. Unless the district court judge orders otherwise:

(A) If a motion is filed in the other family division case before the TPO was granted and an extension hearing is set in the TPO court, the extension hearing will be set before the district court judge.

(B) If a motion is filed in the other family division case after the TPO was granted and an extension or dissolution hearing is set in the TPO

court, the extension hearing will proceed and the hearing master may make such interim orders on extension of the TPO and any related issues at the extension hearing.

(2) Unless otherwise ordered by the district court judge, once a motion in another family division case relating to the same parties has been filed, all subsequent protection order filings and related issues will be heard by the district court judge both before and after final determination of the other family division case, so long as that other case remains open, and will be heard in the TPO court once the other case is closed.

(d) Objections to recommendations of hearing master.

(1) Interim orders, modifications or dissolutions, and recommendations pursuant to decision by a hearing master remain in full force and effect unless altered by order of the assigned district court judge irrespective of the filing of any post-decision motion or objection.

(2) A party may object to a hearing master's recommendation, in whole or in part, by filing a written objection within 14 days after the decision in the matter; if the objecting party was not present at the hearing, the objection period begins upon service of the order on that party.

(3) A copy of the objection must be served on the other party. If the other party's address is confidential, service may be made on the protection order office for service on the other party.

(e) A district court judge may adopt, reverse, or modify any recommendation of a hearing master.

Rule 5.711. Other ex parte orders and preliminary injunctions.

(a) Generally.

(1) This rule governs all requests for temporary restraining orders, other ex parte orders, and preliminary injunctions, except for those relating to domestic violence or joint preliminary injunctions, and supersedes the submission and notice rules applicable to regular motions.

(2) A party may file an ex parte motion, a noticed motion for a preliminary injunction, or both.

(3) Ex parte motions filed under this rule shall be filed in a special case number provided by the court for such motions on which no parties shall be maintained for automatic service in the Eighth Judicial District Court's electronic filing system, but otherwise with the same caption as all other documents in the case.

(4) Notice of filing an ex parte motion need not be provided where providing notice would frustrate the purpose of the order sought or cause a party or child to suffer irreparable injury.

(5) Every temporary restraining order and preliminary injunction shall state with specificity the reasons for its issuance and the act or acts sought to be restrained, without reference to other documents.

(6) Every temporary restraining order and preliminary injunction is binding on the parties to the action, their officers, agents, servants, employees, and attorneys, and on those persons in active concert or participation with them who receive actual notice of the order or injunction.

(7) If not served by automatic service in the Eighth Judicial District Court's electronic filing system, every ex parte order and preliminary injunction shall specify when it and all filings in support of its issuance must be served on the adverse party and specify the time for filing of the adverse party's opposition and supporting filings.

(b) Proceedings relating to ex parte motions.

(1) A motion for ex parte relief not more specifically governed by another rule must identify the circumstances claimed to require ex parte relief, explain any harm suffered or anticipated if it is not granted, and must detail the efforts, if any, made to give notice to the adverse party or the reasons, if any, that such notice should not be required. The motion will be granted only in cases of emergency.

(2) A motion for ex parte relief must be accompanied by a proposed order. Every order entered upon ex parte motion shall state with specificity the reasons for its issuance ex parte and the specific relief ordered.

(3) Every ex parte temporary restraining order shall state the date and time it will expire, not to exceed 30 days after its issuance, unless extended by either further court order or by a filed, written consent by the party against whom the order is directed. The reasons for any extension shall be recited in such order or consent.

(4) Every ex parte order shall contain an order setting a hearing on the subject matter as soon as is practicable.

(5) If the ex parte order concerns the taking of samples or drug testing, the results shall not be revealed to anyone pending a noticed hearing, unless the order specifies otherwise.

(6) If the ex parte order concerns the seizure of assets or information in any form, the subject matter shall be held without inspection, modification, or deletion pending a noticed hearing, unless the order specifies otherwise.

(c) Upon review of a motion for ex parte relief, the court may:

(1) Deny the motion;

(2) Direct the party requesting relief to file the motion in regular course;

(3) Set a hearing on the subject matter of the ex parte motion, with or without providing notice of the motion, direct whether the ex parte motion and all filings in support of its issuance must be served on the adverse party, and specify the time, if any, for filing of the adverse party's opposition and supporting filings; or

(4) Grant the ex parte motion, in whole or in part, or otherwise issue an order addressing the subject matter of the motion.

(d) If a motion for ex parte relief is denied, unless the court directs otherwise, the court shall file the order denying the motion in the regular case number and direct that the motion may be refiled in the regular case number.

(e) Proceedings relating to preliminary injunctions.

(1) If, at the preliminary injunction hearing set by a temporary restraining order, the party who obtained the temporary restraining order does not proceed with the application for the injunction, the court shall dissolve the temporary restraining order.

(2) A party affected by a temporary restraining order may file a noticed motion to dissolve or modify it.

(f) Any evidence received upon an application for a preliminary injunction that would be admissible becomes part of the record and need not be repeated at a later hearing.

Rule 5.712. Termination of temporary orders and marital community.

(a) Parties may stipulate to:

(1) A valuation date for community and other joint property;

(2) A date on which the marital community terminates.

(b) Unless otherwise ordered or stipulated, a written order granting a divorce, rendering final judgment, or entering permanent orders is to be treated as entered nunc pro tunc on the date that submission of the evidence was closed. For divorces, the marital community terminates as of that date.

(c) If the court determines that information or events before entry of the written decree of divorce, final judgment, or permanent orders indicate that the interests of justice would be served by valuing community and other joint property using a valuation date other than the date that submission of evidence was closed, the court can use any date between the close of evidence and entry of the written decree, final judgment, or permanent orders.

(d) Behavioral orders made during an action are automatically incorporated in any final orders unless expressly terminated.

(e) Except as otherwise provided by other rule, statute, or court order, temporary orders made during an action terminate upon the court's oral or written pronouncement of permanent orders.

(f) Unless otherwise ordered, any arrearages accrued under temporary orders remaining unsatisfied at the time of termination of those temporary orders remain due and owing.

Rule 5.713. Nunc pro tunc orders.

(a) Nunc pro tunc orders may be issued to correct clerical omissions and errors if:

(1) There was a failure to file an order that was adjudicated, such that an order was rendered or could or should have been entered thereon immediately but for some reason was not entered as such on the judgment record; or

(2) There was a clerical error in the order or judgment, supported by the record, that is being corrected.

(b) A nunc pro tunc order must bear the caption "Amended Order of"
The body of the amended order must be identical to the order being changed,
except for the change itself, and conclude with the language substantially as
follows: "This is a nunc pro tunc order correcting the prior order . . . dated"
and identifying the correction made.