

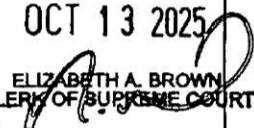
IN THE SUPREME COURT OF THE STATE OF NEVADA

IN THE MATTER OF THE PROPOSED  
AMENDMENT OF LOCAL RULES OF  
PRACTICE FOR THE NORTH LAS  
VEGAS JUSTICE COURT

ADKT 0627

**FILED**

OCT 13 2025

ELIZABETH A. BROWN  
CLERK OF SUPREME COURT  
BY   
CHIEF DEPUTY CLERK


*ORDER APPROVING AMENDMENTS TO RULES 22.5, 33, 34, 36, 39,  
42, 44, 47, 51, 56.7, AND 56.12 AND ADOPTING RULE 33A OF THE  
LOCAL RULES OF PRACTICE FOR THE JUSTICE COURT OF  
NORTH LAS VEGAS TOWNSHIP*


On August 7, 2025, a petition to amend certain Rules of Local Rules of Practice for the Justice Court of North Las Vegas Township was submitted to the clerk of this court and filed. A subsequent petition was filed on October 2, 2025, to adopt Rule 33A. The clerk reports that the proposed rules are in proper form and suitable for publication. Accordingly, the amended rules are hereby ordered to be published as set forth in Exhibit A.

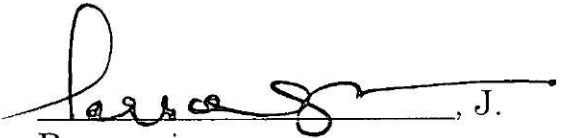
The amendments to Rule 22.5, 33, 34, 36, 39, 42, 44, 47, 51, 56.7, and 56.12 and adoption of Rule 33A of the Rules of Practice for the Justice Court of North Las Vegas Township shall be effective 60 days from the date of this order. The clerk of this court shall cause a notice of entry of this order 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 13<sup>TH</sup> day of October, 2025.


  
\_\_\_\_\_, C.J.  
Herndon


  
\_\_\_\_\_, J.  
Pickering

  
\_\_\_\_\_, J.  
Parraguirre

  
\_\_\_\_\_, J.  
Bell

  
\_\_\_\_\_, J.  
Stiglich

  
\_\_\_\_\_, J.  
Cadish

  
\_\_\_\_\_, J.  
Lee

cc: Hon. Belinda T. Harris, Chief Judge,  
North Las Vegas Justice Court  
All District Court Judges  
All Justices of the Peace  
Clark County Bar Association  
Washoe County Bar Association  
First Judicial District Bar Association  
Douglas County Bar Association  
Kari Stephens, President, State Bar of Nevada

**EXHIBIT A**

**AMENDMENT TO RULES 22.5, 33, 34, 36, 39, 42, 44, 47, 51, 56.7,  
AND 56.12 AND ADOPTION OF NEW RULE 33A OF THE  
LOCAL RULES OF PRACTICE FOR THE JUSTICE  
COURT OF NORTH LAS VEGAS TOWNSHIP**

**Rule 22.5. Notices of Motion and Chambers Calendars. [–**

**—(a)]** Except as otherwise provided by statute or court rule, all motions must contain a notice of motion setting the same for hearing on a day when the judge to whom the case is assigned is hearing civil motions and not less than 21 days from the date the motion is served and filed. The notice of motion must be substantially in the following form:

**NOTICE OF MOTION**

TO: Nonmoving Party

YOU AND EACH OF YOU will take notice that on the \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_, at the hour of \_\_\_\_ o'clock \_\_\_\_m., of said day, the above motion will be heard in

[The following notice must appear in bold print and capital lettering:]

**NOTICE:**

**YOU ARE REQUIRED TO FILE WITH THE COURT AND SERVE ON THE MOVING PARTY A WRITTEN “OPPOSITION” TO THIS MOTION WITHIN 10 JUDICIAL DAYS. YOUR FAILURE TO FILE AND SERVE A WRITTEN OPPOSITION MAY BE UNDERSTOOD AS AN ADMISSION**

**THAT THE MOTION IS VALID, AND MAY RESULT IN THE COURT GRANTING THE RELIEF REQUESTED IN THE MOTION AGAINST YOU.**

[If the motion is a motion for summary judgment, the following additional notice must also appear in bold print and capital letters as set forth below:]

**NOTICE TO PRO SE LITIGANT WHO OPPOSES A MOTION FOR SUMMARY JUDGMENT:**

**The other party in this case has moved for summary judgment pursuant to JCRCP 56. This means that the moving party has asked the court to decide this case without a trial, based on written materials, including affidavits and unsworn declarations, submitted in support of the motion. IF YOU DO NOT TIMELY RESPOND TO THE MOTION BY FILING AFFIDAVITS OR UNSWORN DECLARATIONS AS REQUIRED BY JCRCP 56, THE COURT MAY ENTER A JUDGMENT AGAINST YOU AND IN FAVOR OF THE MOVING PARTY WITHOUT A TRIAL.**

Submitted by:

Name

Bar Number

Address

City, State, Zip Code

Telephone Number

Attorney for:

~~[(b) When a motion that has been designated to be heard in chambers is filed, the civil division clerk must complete the notice of motion section with the time/date set for decision. The clerk must additionally stamp the location of the hearing as being in “chambers—without oral argument.” Calendaring clerks must prepare the relevant files and deliver them to the judges with a docket and a unique mark-up sheet at least 3 days before a motion is set for decision, unless a particular judicial department orders otherwise.~~

~~(c) If the time to oppose a motion has passed and no opposition has been filed, counsel for the moving party may submit to the clerk’s office a proposed order granting the motion. The judge may then review the proposed order and may render a decision or abstain from ruling on the motion until a hearing has been conducted. Dispositive motions must be set for hearing.~~

~~(d) If, after reviewing the motion that has been designated to be heard in chambers, a judge chooses to set the matter for oral argument, the judicial executive assistant or courtroom clerk for that judge may generate notices of hearing from the case management system, or, in the alternative, such cases may be returned to the civil division’s calendaring clerk to be set for hearing.]~~

### **Rule 33. Summary evictions.**

(a) If a tenant has filed an answer in response to a notice, the court will not schedule a hearing on the summary eviction until the complaint is on file with the court.

(b) Upon the filing of the complaint:

(1) If the tenant has filed a timely answer, a hearing on the summary eviction will be set. This hearing will be set within [~~1-week~~] *2 weeks* of the filing of the complaint or at such other time convenient to the court. The court will mail a notice of hearing to all applicable parties.

(2) If the tenant has not filed a timely answer, the court will process the complaint as a “straight summary eviction” with no hearing scheduled.

(c) A tenant must answer to a notice within the time required by law. No late answers will be accepted by the court.

(d) When a timely answer is filed, the answer will be processed at the clerk’s office and held in a “30-day file” until such time as the complaint is filed by the landlord. An answer filed with the court will expire and will not be processed more than 30 days after the expiration of the applicable notice.

(e) If a complaint is not filed within 30 days after the expiration of the applicable notice, the corresponding notice will be deemed to be expired, and a new notice will be required before the landlord can proceed with a summary eviction.

(f) All summary eviction paperwork must comply with the following requirements:

(1) Notice issued to tenant.

(A) Notices must be typed or clearly legible.

(B) Notices may not be altered in any way.

(C) Notices must advise the tenant that the North Las Vegas Justice Court (or some similar specific reference) has jurisdiction over the matter. Notices that merely refer to “the justice of the peace,” or “Clark County Courthouse,” or some other nonspecific designation will not be valid.

(D) If a landlord has issued more than one notice to the tenant within one rental period, and the tenant has filed an answer with respect to any of those notices, the court may consolidate for hearing all pending notices and answers.

(2) Landlord filing.

(A) The complaint may not be filed prior to the expiration of the applicable notice.

(B) In conjunction with the complaint, the landlord must also file:

(i) The original Notice served;

(ii) An original Affidavit of ~~[Service and 2 copies;]~~  
*Service;*

(iii) An original ~~[Order and 2 copies;]~~ *Order;*

(iv) Where required by law, a legible certificate of mailing that contains the complete address of the tenant and a legible postmark from the United States Post Office. (A postage meter or private mail service will not be accepted.) If the certificate of mailing is less than 8-1/2 by 11 inches, it must be mounted on 8-1/2 by 11-inch paper. No alterations to the certificate of mailing can be made or the complaint will be rejected as an incomplete filing.

(C) The landlord shall pay the requisite filing fees.

(3) Tenant answer.

(A) The tenant must pay the requisite filing fee or include a written In Forma Pauperis request.

(B) The answer must include a copy of the original notice, unless the tenant signs an unsworn declaration to indicate that the notice has been lost or destroyed.

(g) Unless otherwise ordered by the court, an order for summary eviction shall expire 30 days after the order is issued. Such expiration must be conspicuously stated on the order for summary eviction.

(h) As used in this rule, “complaint” means an Affidavit of Complaint for Summary Eviction.

***Rule 33A. Eviction Diversion Program.***

*(a) Cases pending a summary eviction hearing may be identified as eligible for diversion.*

*(b) Eligibility criteria for the Eviction Diversion Program will be determined by the court and based upon available programs and resources from Clark County Social Services. The eligibility criteria may be amended due to capacity and available resources from Clark County Social Services. Cases alleging a violation of NRS 40.2514 or 40.2516 will not be eligible for consideration into the Eviction Diversion Program.*

*(c) Participation by the parties in the Eviction Diversion Program is voluntary.*

*(d) Upon processing a tenant’s answer or affidavit in opposition to summary eviction, the court will issue an order requiring the tenant to appear at the Eviction Diversion Office within 7 to 14 calendar days.*

*(1) The tenant will be assigned a case worker to connect the tenant to resources and services. Tenants are required to cooperate with the case worker.*

*(2) The case worker will assist the tenant with any application requirements for rental assistance or any other available resource.*

(3) *Upon the recommendation of the case worker, the case may be referred to the Neighborhood Justice Center for mediation. Participation by the parties in mediation is voluntary.*

(4) *If the tenant fails to appear at the Eviction Diversion Office in accordance with the court order or fails to cooperate with the case worker, the case will be removed from the Eviction Diversion Program and proceed to the summary eviction hearing.*

**Rule 34. In Forma Pauperis.**

(a) All In Forma Pauperis (IFP) requests must be approved before the related filings will be processed by the court.

(b) The IFP may be approved by a clerk forthwith for expedited determination.

(c) If the IFP **[request]** *application* is denied, and applicant wishes to contest the determination, the application must be submitted to the case judge for review.

(d) If an IFP request is denied by the case judge, and the requesting party provides a telephone number on the IFP request, the court will call the requesting party by telephone to inform the party of the ruling and to request payment of the filing fees if that party desires to proceed. The party must pay the applicable fee no later than **[4:30]** 4:00 p.m. on the second judicial day following the telephone call by the court. If the requesting party fails to provide the court with a telephone number on the IFP request, the fees must be paid no later than **[4:30]** 4:00 p.m. on the second judicial day following the court's denial of the IFP request. If payment of the appropriate filing fees is not made within the applicable period set forth above, any documents relating to the IFP request will be returned to the initiating party by mail.

(e) If the IFP is approved, the related documents will be processed as if the appropriate fees had been paid.

(f) Unless the judicial order granting the IFP explicitly states otherwise:

(1) A granted IFP request only applies to the one related action in justice court; and

(2) A granted IFP request only applies to court costs and fees and does not waive bond requirements, security requirements, or court reporter compensation (including transcript costs).

(g) In accordance with NRS 12.015, if a Statement of Legal Aid Representation is submitted, the fees set forth in NRS 12.015 will be deemed automatically waived in the North Las Vegas Justice Court without the need for a court order in individual cases. The Statement of Legal Aid Representation may only be filed by a “client of a program for legal aid” as defined in NRS 12.015, or that client’s attorney, and must indicate the specific entity that is providing legal assistance to the indigent party.

(h) IFP requests for summary eviction cases shall be governed by the provisions of Rule 42.

### **Rule 36. Service of documents upon the court.**

(a) Except as provided in subsection (b), documents must be filed with the court in ~~[person or]~~ *person*, by regular ~~[mail.]~~ *mail, or e-filed*. Documents will not be deemed “filed” if they are faxed or e-mailed to the court.

(b) ~~[The following documents may be faxed to the court:~~

~~(1) A motion or request to take a case off calendar;~~

~~(2) An acknowledgment of satisfaction of judgment; or~~

~~(3) Any document for which the court has issued a written order granting permission to file by fax.~~

**(e)]** This rule applies to the following:

- (1) Civil cases;
- (2) Small claims cases;
- (3) Summary eviction cases; and
- (4) Actions for the issuance of Orders for Protection under NRS

Chapter 33 or NRS Chapter 200.

**Rule 39. Motions to stay in eviction cases.**

(a) A tenant in an eviction case may only file 1 motion to stay or 1 motion to vacate per case, on a form approved by the court.

(b) Upon the filing of a motion to stay under subsection (a), any pending eviction order shall be stayed until further order of the court.

(c) A motion to stay will be reviewed by the court within 1 judicial day.

(d) If a tenant answer has not been filed in an eviction case, a motion to stay must be accompanied by the appropriate filing fee, except as otherwise provided in Rule 43.

(e) Unless the reviewing judge so orders, a motion to stay will not be set for hearing but instead will be approved or denied ex parte.

(f) Any hearing on a motion to stay must be scheduled within **[7]** 11 judicial days from the date the motion is approved for hearing.

(g) If a motion to stay is set for hearing, the landlord may file a written opposition to the motion.

(h) If a tenant has already appeared before a judge for a hearing on the eviction, no motion to stay by that tenant will be accepted for filing, unless the tenant alleges that he has fully complied with an applicable order of the court.

(i) As used in this section, “eviction action” means:

(1) A summary eviction action pursuant to NRS 40.253 or NRS 40.254; or

(2) A formal civil eviction pursuant to NRS 40.290 to 40.420, inclusive.

**Rule 42. In Forma Pauperis requests in summary eviction cases.** In summary eviction cases, the following procedures for processing In Forma Pauperis (IFP) requests by tenants shall apply:

(a) In conformance with JCRCF Rule 111, all IFP requests may be reviewed by the clerk for an expedited determination. The related filings will be not processed by the court until approval of the IFP request or payment of the applicable filing fee.

(b) If a tenant's IFP request is denied, and the tenant wishes to contest the determination, the application must be submitted to the case judge for review. If the application is still denied, the court must notify the tenant expeditiously to resubmit the document with the required filing fee if the tenant desires to proceed. The tenant must pay the applicable fees no later than ~~[4:30]~~ 4:00 p.m. on the second judicial day following notification by the court. If the tenant fails to provide the court with a telephone number on the IFP request, the fees must be paid no later than ~~[4:30]~~ 4:00 p.m. on the second judicial day following the court's denial of the IFP request.

~~(c) [If payment of the appropriate filing fees is not made within the period set forth in subsection (b), and the landlord has filed an affidavit of complaint for summary eviction, a hearing will be scheduled, but the court may decline to consider any of the tenant's attempted filings for which fees have not been paid.]~~

~~(d)~~ If payment of the appropriate filing fees is not made within the time period set forth in subsection (b), and the landlord has not filed an affidavit of complaint for summary eviction, any documents relating to the IFP request shall be returned to the tenant by mail.

~~(e)~~ (d) If an IFP request is approved under this rule, the related documents will be processed as if the appropriate fees had been paid.

~~(f)~~ (e) Unless the judicial order granting the IFP request explicitly states otherwise:

(1) A granted IFP request only applies to the one related action in justice court; and

(2) A granted IFP request only applies to court costs and fees and does not waive bond requirements, security requirements, or other court reporter compensation (including transcript costs).

~~(g)~~ (f) In accordance with NRS 12.015, if a Statement of Legal Aid Representation is submitted, the fees set forth in NRS 12.015 will be deemed automatically waived in the North Las Vegas Justice Court without the need for a court order in individual cases. The Statement of Legal Aid Representation may only be filed by a “client of a program for legal aid” as defined in NRS 12.015(8), or that client’s attorney, and must indicate the specific entity that is providing legal assistance to the indigent party.

**Rule 44. Rent deposits relating to claims of uninhabitability under NRS 118A.355.**

(a) In an eviction action, if the tenant proceeds under NRS 118A.355 and raises a claim of uninhabitability relating to his dwelling unit, the tenant may not raise as a defense that the tenant is entitled to withhold rent under NRS 118A.355 unless the tenant deposits the withheld rent into an escrow account

maintained by the North Las Vegas Justice Court in accordance with this rule. The deposit(s) may be paid by *certified funds, to include* cash, money order, ~~[debit card, MasterCard, or Visa.]~~ or *cashier check*. Deposits may not be paid by personal check.

(b) At the time that the tenant files an answer to the eviction action, the tenant must indicate in the answer that he has withheld rent pursuant to NRS 118A.355, and he must deposit the current accrued withheld rent with the North Las Vegas Justice Court.

(c) If the tenant fails to make the deposit required by this rule, the tenant does not have a defense under NRS 118A.355.

(d) Prior to the hearing on an eviction action, a landlord may file a written opposition that explains why the tenant is not entitled to withhold rent pursuant to NRS 118A.355.

(e) When the eviction action proceeds to a hearing, the court may order:

- (1) The withheld rent to be returned to the tenant;
- (2) The withheld rent to be forwarded to the landlord; or
- (3) Any distribution of the withheld rent that is just and equitable under the circumstances.

(f) If a tenant files a Motion to Stay or a Motion to Vacate, either before or after the issuance of an Order for Summary Eviction, and in lieu of an answer, the tenant must still make the deposit required by this rule in order to raise a defense under NRS 118A.355.

(g) A tenant may not withhold rent under NRS 118A.355:

- (1) For a condition caused by his own deliberate or negligent act or omission or that of a member of his household or other person on the premises with his consent;

(2) If the landlord adequately remedies the failure or uses his best efforts to remedy the failure within 14 days after receipt of the notice required pursuant to NRS 118A.355;

(3) If the landlord's inability to adequately remedy the uninhabitability issue or use his best efforts to remedy the failure within 14 days is due to the tenant's refusal to allow lawful access to the dwelling unit as required by the rental agreement or by NRS Chapter 118; or

(4) If the tenant has not fully complied with NRS 118A.355.

(h) This rule does not apply to rent that is withheld under NRS 118A.380 for a landlord's failure to supply essential services.

(i) As used in this section, unless the context otherwise requires:

(1) "Dwelling unit" has the meaning ascribed to it in NRS 118A.080.

(2) "Eviction action" means:

(A) A summary eviction action pursuant to NRS 40.253 or NRS 40.254; or

(B) A formal civil eviction pursuant to NRS 40.290 to 40.420, inclusive.

(3) "Uninhabitability" has the meaning ascribed to it in NRS 118A.290.

#### **Rule 47. E-filing rules.**

(a) The judge to whom a case is assigned may order all parties to file and serve all documents using an E-Filing System, when such a system has been implemented by the court. Cases may be placed in the E-Filing System at any time after obtaining a case number and the initial filing of the action.

The judge to whom the case is assigned also has the discretion of mandating that any particular case be taken out of the E-Filing System at any time.

(b) The court may electronically file any notice, order, minute order, judgment, or other document prepared by the court.

(c) A document that the court or a party files electronically under these rules has the same legal effect as a document filed in paper form.

(d) Filing a document electronically does not alter any filing deadline. *When filings are accepted, the electronic file stamp will reflect the current date of filing acceptance. Even if this falls outside the parameter of the filing deadline, the court honors the filing submission date.*

(e) When it is not feasible for a party to convert a document to electronic form by scanning, imaging, or other means, the court may allow a party to file the document in paper form.

(f) It shall be the responsibility of the participating parties to serve, pursuant to the Justice Court Rules of Civil Procedure, proper person litigants who cannot register in the E-Filing System.

(g) As used in this section:

(1) “E-Filing System” means the system approved by the North Las Vegas Justice Court for filing and service of pleadings, motions, and other documents via the Internet through the court-authorized service provider, when it becomes available; and

(2) “E-filing” means an electronic transmission of documents to and from the clerk of the court.

**Rule 51. Actions arising under NRS Chapter 604A.** In an action arising under NRS Chapter 604A, the plaintiff must file a [~~“Defaulted Loan Information Sheet,” which must include information in the~~

~~following format:] complaint with the complete totals that are owed and provide a copy of the loan agreement.~~

~~[DEFAULTED LOAN INFORMATION SHEET~~

~~(To be completed by the lender at the time of filing the Complaint)~~

~~Name of lender: \_\_\_\_\_~~

~~Name of borrower: \_\_\_\_\_~~

~~Date of loan: \_\_\_\_\_ Principal amount: \$ \_\_\_\_\_~~

~~Annual percentage rate: \_\_\_\_\_ Total finance charges: \$ \_\_\_\_\_~~

~~Other fees (please specify): \$ \_\_\_\_\_~~

~~Total payment amount: \$ \_\_\_\_\_~~

~~Date loan due: \_\_\_\_\_ Date of default: \_\_\_\_\_~~

~~Date repayment plan sent to borrower: \_\_\_\_\_~~

~~Expiration date of offer: \_\_\_\_\_~~

~~Interest rate calculation: In order to determine the final judgment amount, the court needs to determine the method by which you calculated the total interest due.~~

~~Original loan amount: \$ \_\_\_\_\_~~

~~Interest accrued at original rate before default: \$ \_\_\_\_\_~~

~~Interest accrued at the statutory rate following default (for no more than 90 days): \$ \_\_\_\_\_~~

~~Any authorized fees: \$ \_\_\_\_\_ Total claimed amount: \$ \_\_\_\_\_~~

~~I declare under penalty of perjury under the law of the State of Nevada that the foregoing is true and correct.~~

Signature \_\_\_\_\_ Executed on \_\_\_\_\_]

**Rule 56.7. Prosecutorial election to treat violation as civil infraction.**

(a) A prosecuting attorney electing to treat a violation of a provision of NRS Chapters 483 to 484E, inclusive, 486, or 490 as a civil infraction must prepare a civil infraction using a form authorized by the court and follow the procedural requirements of NRS 484A.7049.

(b) A prosecuting attorney who elects to have all violations of a specific provision of NRS Chapters 483 to 484E, inclusive, 486, or 490 treated as civil infractions may provide written notice to the court identifying the specific Nevada Offense Codes (NOC). Upon the filing of a criminal traffic citation containing only misdemeanor offenses the prosecuting attorney elects to treat as a civil infraction, the court will:

(1) Electronically prepare the civil infraction and file the infraction in a civil case;

(2) Attempt to deliver a copy of the ~~[notice and the civil infraction]~~ *Civil Citation Court Notification and the Written Entry of Response forms* to the defendant via ~~[an email address or via text message if such information is provided on the citation; and~~

~~(3) Dismiss the underlying criminal charge.~~

~~(c) Notices and civil infractions that are unable to be served by email or text message will be sent to the prosecuting attorney for service via regular mail.~~

~~(d) The prosecuting attorney is responsible for ensuring service of the notice and civil infraction and filing proof of service with the court in the civil infraction case.~~

~~(e) Criminal traffic citations containing multiple misdemeanor offenses where the prosecuting attorney has elected to treat only a portion of the misdemeanor offenses as civil infractions cannot be accomplished by the court as set forth in subsection (b) above. Instead, the prosecuting attorney must follow the procedural requirements of NRS 484A.7049 on each individual case.] mail.~~

#### Rule 56.12. Motions.

(a) Legal motions on all three types of traffic cases may be ~~[electronically filed into the court case using the court's electronic filing system.]~~ filed with the court by email, regular mail, or in person.

(b) The moving party is responsible for service of the motion on the opposing party. Motions may be served ~~[via regular]~~ by certified mail.

(c) Motions will be reviewed in chambers and only be set for hearing if the reviewing judicial officer finds it necessary.