

FILED
ANITA WHITEHEAD, CLERK
SPARKS JUSTICE COURT
By Anita Whitehead
JUN 02 2020
DEPUTY CLERK

1 IN THE JUSTICE COURT OF SPARKS TOWNSHIP
2 COUNTY OF WASHOE, STATE OF NEVADA
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4 IN THE ADMINISTRATIVE MATTER OF:
5 SPARKS JUSTICE COURT'S RESPONSE TO ADMINISTRATIVE ORDER 2020-5
6 CORONAVIRUS DISEASE (COVID-19)
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8 WHEREAS, on March 12, 2020, Governor Sisolak declared a state of emergency in
9 Nevada in response to the outbreak of the Coronavirus Disease (COVID-19);

10 WHEREAS, on May 28, 2020, the Governor issued Directive 021 authorizing the State
11 to implement Phase Two of the Reopening Plan;

12 WHEREAS, Chief Judge of the Sparks Justice Court has the authority pursuant to NRS
13 4.157(c) to make administrative decisions pertaining to the business of the Court; and

14 WHEREAS, the Sparks Justice Court is prepared to begin the process of reopening to
15 the public.

16 AND GOOD CAUSE BEING SHOWN,

17 IT IS HEREBY ORDERED effective June 2, 2020, Amended Administrative Order
18 2020-1 is rescinded, and the following interim procedures are hereby adopted:

- 19 1. The courthouse will remain closed to the public until adequate guidance is received
20 from the responsible agencies as to sanitation and social distancing requirements as well
21 as materials and personnel provided to implement them.
22 2. The Court will continue to accept all papers, filings, and pleadings through the Justice
23 Court E-Filing system, email, U.S. Mail, or placed in the drop box located on the
24 northeast corner of the courthouse.
25 3. Payments will continue to be accepted by mail, electronically, or placed in the Court's
drop box. Further information is available on the Court's website:
www.washoecounty.us/sjc.

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Sparks Justice Court

1 4. As of June 1, 2020, most Court staff have returned to work and can be reached via
2 telephone (775-353-7600) or email. Contact information is available on the Court's
3 website: www.washoecounty.us/sjc.

4 5. Traffic and Other Citations

- 5 a. All arraignments, hearings, and trials will be held solely through remote means
6 including telephone conference calls or Zoom video hearings.
7 b. Court staff will be contacting defendants to schedule the remote hearings.

8 6. Small Claims and Civil

- 9 a. All hearings and trials will be held solely through remote means including telephone
10 conferences or Zoom video hearings.
11 b. Court staff will be contacting defendants to schedule the remote hearings.

12 7. Protective Orders

- 13 a. All hearings and trials will be held solely through remote means including telephone
14 conferences or Zoom video hearings.
15 b. Forms to apply for protective orders are available on the Court's website at:
16 www.washoecounty.us/sjc/forms.php.

17 8. Unlawful Detainers and Evictions

- 18 a. Most unlawful detainer and eviction matters remain stayed pursuant to Emergency
19 Directive 008 and Sparks Justice Court Administrative Order 2020-3. That Order
20 lists emergency eviction matters that the Court is currently hearing.
21 b. As the Governor's Reopening Plan progresses, these restrictions may be lifted, and
22 the Court will revise its Administrative Orders accordingly.

23 9. Criminal

- 24 a. All arraignments, hearings, preliminary hearings, and trials are being held solely
25 through remote means including telephone conference calls or Zoom video
hearings.
b. Priority is given to scheduling in-custody matters based on available staff and video
courtrooms.
c. The Court is currently requiring that requests to set trials or preliminary hearings, as
well as continuances, be made in writing so that Court staff can manage the backlog
of cases. Cases will not be set or reset over the phone, by email, or during remote
court proceedings.
d. Court staff is in the process of contacting counsel and/or self-represented litigants to
schedule remote hearings for out-of-custody matters.
e. Currently, there is no court transportation authorized to move inmates to the Court
from the Washoe County Detention Center.
f. As restrictions ease, transportation will be scheduled for trials or preliminary
hearings only. Inmates will not be transported for pretrial conferences, entry of a
plea, sentencing, or mandatory status conferences.

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1 10. Access to Hearings and Trials

- 2 a. While the courthouse is closed to the public, the Court is providing remote
- 3 access to view the proceedings.
- 4 b. Information on how to view the hearings is located on the Court's website:
- 5 www.washoecounty.us/sjc/virtualcourt.php.
- 6 c. While these video feeds are available to the public to view during the hearings,
- 7 they do not constitute the official record of the Court and cannot be used for any
- 8 other purposes.
- 9 d. The retransmission, rebroadcast, or further dissemination of the proceedings is
- 10 prohibited without obtaining the permission of the Court Administrator.


11 This Administrative Order 2020-5 takes effect immediately and supersedes Sections

12 I and II of Amended Administrative Order 2020-1.

13 IT IS FURTHER ORDERED that this Administrative Order 2020-5 shall continue

14 until modified or rescinded by a subsequent order, whichever occurs earlier.

15 Dated this 2nd day of June 2020.

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18 Chief Judge Kevin Higgins

19 Justice of the Peace

20 Department 2

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