

MAR 20, 2020

By Anita Whitehead  
DEPUTY CLERK

1 IN THE JUSTICE COURT OF SPARKS TOWNSHIP  
2 COUNTY OF WASHOE, STATE OF NEVADA

3  
4 IN THE ADMINISTRATIVE MATTER OF:  
5 SPARKS JUSTICE COURT'S RESPONSE TO ADMINISTRATIVE ORDER 2020-2  
6 CORONAVIRUS DISEASE (COVID-19)  
7

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

10 WHEREAS, on March 12, 2020, Governor Steve Sisolak declared a state of emergency  
11 in Nevada in response to the recent outbreak of the Coronavirus Disease (COVID-19). Given  
12 the severity of the risk posed to the public by COVID-19, the Chief Judge of the Sparks Justice  
13 Court has determined that alterations to court procedure are necessary for the protection of the  
14 community; and

15 WHEREAS additional precautions are required to protect the general public and  
16 members of the Court staff,

17 And good cause being shown,

18 IT IS HEREBY ORDERED effective March 23, 2020, the lobby of Sparks Justice  
19 Court shall be closed to the public. Court operations will continue. Admittance into the  
20 courthouse is restricted to parties and attorneys who are specifically authorized to enter the  
21 Court on a case-by-case basis. Members of the public who wish to enter the Court must make a  
22 specific request by calling 775-353-7600.

23 Forms and further information about the temporary closure can be found at the Court's  
24 website: [www.washoecounty.us/sjc/](http://www.washoecounty.us/sjc/)  
25

Sparks Justice Court

1 Individuals who need to file documents may do so by utilizing the Court's Civil  
2 electronic filing system (<https://nevada.tylerhost.net/Ofsweb>) or by e-mailing an electronic  
3 copy to the following e-mail addresses:

- 4 • Civil cases: [SJCCivil@washoecounty.us](mailto:SJCCivil@washoecounty.us)
- 5 • Criminal cases: [SJCCriminal@washoecounty.us](mailto:SJCCriminal@washoecounty.us)
- 6 • Citation cases: [SCJCitations@washoecounty.us](mailto:SCJCitations@washoecounty.us)

7 All payments for fines and fees can be processed electronically at:

8 [www.justicecourts.washoecounty.us/Public/default.aspx](http://www.justicecourts.washoecounty.us/Public/default.aspx)

9 Or by phone 24 hours a day, seven days a week by calling GovPayNet at (888)604-  
10 7888. The representative will ask for the "PLC" which is **a003b5**.

11 Or left in the Court's drop-box.

12 For members of the public who do not have access to the internet, the outer lobby doors  
13 of the Courthouse shall remain open during normal business hours for access to copies of  
14 commonly filed forms and motions. Upon completion they can be left in the drop-box on the  
15 northeast corner of the building by the flagpole.

16 The Court will continue to hold hearings by remote appearance; further information is  
17 available on the Court's website.

18 The Court's prior Amended Administrative Order 2020-1 otherwise remains in full force  
19 and effect.

20 ///

21 ///

22 ///

23 ///


24 ///

25

1 This Order shall be reviewed no later than every 30 days and shall continue until  
2 modified or rescinded by a subsequent order.

3 IT IS SO ORDERED.

4 Dated this 20<sup>th</sup> day of March 2020.

5  
6   
7 \_\_\_\_\_  
8 Kevin Higgins  
9 Chief Justice of the Peace  
10 Sparks Justice Court  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25