

JAN 28 2025

By IN THE JUSTICE COURT OF INCLINE VILLAGE-CRYSTAL BAY TOWNSHIP
COUNTY OF WASHOE, STATE OF NEVADAIN THE ADMINISTRATIVE MATTER OF
SUMMARY EVICTIONS IN THE INCLINE
VILLAGE – CRYSTAL BAY TOWNSHIP
JUSTICE COURT**ADMINISTRATIVE ORDER 2025-02**

On August 30, 2024, the Nevada Supreme Court issued an order in Administrative Case: ADKT 0607, repealing and replacing the Nevada Justice Court Rules of Civil Procedure (JCRCP) effective sixty days from the date of that order. Certain changes to the JCRCP necessitate the implementation of summary eviction rules for the Incline Village-Crystal Bay Justice Court.

Justice of the Peace Melissa Mangiaracina has the authority pursuant to NRS 4.170 to make administrative decisions pertaining to the business of the Court. Accordingly,

IT IS HEREBY ORDERED that effective January 28, 2025, the requirements for summary evictions in the Incline Village-Crystal Bay Justice Court shall be as follows:

I. Summary Evictions.

A) A Surrender Notice will be unenforceable if an Unlawful Detainer Notice, pursuant to NRS 40.254(1) is not served within thirty (30) calendar days after the period to comply with the Surrender Notice expires. If the landlord fails to file an Unlawful Detainer Notice within thirty (30) days, the landlord will be required to serve a new Surrender/Eviction Notice(s), except when a tenant has been given an additional thirty (30) calendar days pursuant to NRS 40.251(2).

B) A Surrender/Eviction Notice will be unenforceable if a landlord's Affidavit/Complaint is not filed within forty-five (45) calendar days after the expiration of the Notice period. If the landlord fails to comply with this provision, the landlord will be required to serve a new Surrender/Eviction Notice(s).

1 C) If a tenant has filed an Affidavit contesting a Surrender/Eviction Notice, prior to a lockout
2 order being issued, the Court will not schedule a hearing on the summary eviction until the
3 landlord has filed their Affidavit/Complaint with the Court.

4 1) If no Affidavit/Complaint is filed by the landlord, the case will be dismissed forty-five
5 (45) calendar days after tenant's Affidavit was filed.

6 D) If a tenant has filed an Affidavit contesting a Surrender/Eviction Notice, and the landlord
7 has filed an Affidavit/Complaint pursuant to subsection (B), the Court will schedule a hearing on
8 the summary eviction to be held no sooner than ten (10) calendar days and no later than twenty-
9 one (21) calendar days after the landlord has filed their Affidavit/Complaint, unless the Court
10 otherwise finds good cause.

11 1) The Court will file and serve a Notice of Hearing notifying the parties of the summary
12 eviction hearing date, time, and location via e-mail and U.S. Mail.

13 E) If a landlord has served more than one Surrender/Eviction Notice to a tenant within one
14 (1) rental period, and the tenant has filed a timely Affidavit contesting any of those Notices, the
15 Court may consolidate all filed Notices and Affidavits for hearing.

16 F) Unless otherwise ordered by the Court, a lockout order that has not been executed by the
17 sheriff will expire thirty (30) days after it is issued.

18 G) If a summary eviction case is sealed, no further filings will be accepted in that case.

19 H) All summary eviction filings must comply with the following requirements:

20 1) Surrender/Eviction Notices served upon tenants.

21 a) All landlords are required to use the Surrender/Eviction Notice forms approved by
22 the Court and made available to the public on the Incline Village-Crystal Bay
23 Justice Court website at <https://www.ivcbcourt.com/courtforms>. The content of
24 the Incline Village-Crystal Bay Justice Court Surrender/Eviction Notices may not
25 be altered including formatting, spacing, and/or font-size.

26 b) Surrender/Eviction Notices must list tenant's name in the order of first name and
27 last name.
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Exhibit “1”

Exhibit “1”

SUMMARY EVICTION NOTICES					
1 st Notice	Statute	Statutory Time to Remedy	2 nd Notice Unlawful Detainer (NRS 40.254)	Time to Remedy if Notice(s) is/are Personally Served	Time to Remedy if Notice(s) is/are Posted or Sub-Served & Mailed
Nuisance	NRS 40.2514	3 Days	5 Judicial Days	5 Judicial Days	5 Judicial Days + 3 Calendar Days
Breach of Contract	NRS 40.2516	5 Days	5 Judicial Days	5 Judicial Days	5 Judicial Days + 3 Calendar Days
At Will	NRS 40.251	5 Days	5 Judicial Days	5 Judicial Days	5 Judicial Days + 3 Calendar Days
7-Day No Cause	NRS 40.251	7 Days	5 Judicial Days	5 Judicial Days	5 Judicial Days + 3 Calendar Days
30-Day No Cause	NRS 40.251	30 Days	5 Judicial Days	5 Judicial Days	5 Judicial Days + 3 Calendar Days
Non-Payment	NRS 40.253	7 Judicial Days	N/A	7 Judicial Days	7 Judicial Days + 3 Calendar Days
UNAUTHORIZED OCCUPANT NOTICES					
Notice to Surrender (Squatter)	NRS 40.414, 40.290 to 40.420, 40.230 or 40.240	4 Judicial Days	N/A	4 Judicial Days	4 Judicial Days + 3 Calendar Days
FORMAL EVICTIONS					
Change of Ownership (Foreclosure)	NRS 40.255, 40.290-40.420	3 Days to 60 Days	Complaint & Summons	21 Straight Days	N/A
3-Day Following Sale	NRS 40.255	3 Judicial Days	Complaint & Summons	21 Straight Days	N/A
See also NRS 40.280. Service of notices to surrender; proof required before issuance of order to remove or writ of restitution.					

JCRCP 6(d) Additional Time After Certain Kinds of Service. When a party may or must act within a specified time after being served and service is made under Rule 5(b)(2)(C) (mail), (D) (leaving with the clerk), or (F) (other means consented to), **3 calendar days are added after the period would otherwise expire** under Rule 6(a).