

FILED

26 Jun 2020 9:26 am

JAMES P. CONWAY
RENO JUSTICE COURT
BY KR
DEPUTY CLERK

1
2 IN THE JUSTICE COURT OF RENO TOWNSHIP
3 COUNTY OF WASHOE, STATE OF NEVADA
4

5 IN THE ADMINISTRATIVE MATTER OF
6 THE COVID-19 PANDEMIC

ADMINISTRATIVE ORDER 2020-7

7
8
9
10 Pursuant to NRS 4.157(c) and JCRRT 21, the Chief Justice of the Peace of Reno
11 Township hereby enters this Administrative Order in response to the State of Emergency
12 declared by Nevada Governor Steve Sisolak on March 12, 2020. To date, Governor Sisolak's
13 declaration has not been rescinded. On March 19, 2020, the Court entered Administrative Order
14 2020-3, which modified Court operations during the COVID-19 emergency. On May 28, 2020
15 Governor Sisolak signed Declaration of Emergency Directive 021 and announced that Nevada
16 would enter Phase II of the statewide reopening plan. Emergency Directive 021 states, among
17 other things, that "Nevada's medical experts indicate that the rate at which COVID-19 is
18 spreading in the State of Nevada has effectively slowed to a level that does not jeopardize the
19 state's healthcare system.... and although the danger to Nevadans from the COVID-19 disease
20 has abated, the disease has not been eliminated and measures that protect safety, wellbeing, and
21 public health of Nevadans must remain in effect."

22 The Court recognizes that COVID-19 is still a substantial threat to the residents of
23 Washoe County and the regional healthcare system. However, state and county governments
24 have determined that it is now appropriate to relax certain social distancing restrictions.
25 Therefore, the Court is satisfied that it can now expand some Court operations, as there now

1 exists a framework for operating businesses and governmental entities in a manner that
2 minimizes the risk of transmitting COVID-19.

3
4 THEREFORE, effective June 18, 2020 the Court hereby ORDERS as follows:

5 (1) Administrative Order 2020-3 is rescinded and supplanted by the terms of this
6 Order. The Reno Justice Court shall continue to accept all court filings and continue
7 to operate while managing cases within the parameters set forth in this Order.

8 (2) All parties, counsel, and members of the general public are prohibited from entering
9 Reno Justice Court without a mask or other appropriate face covering. They are
10 further prohibited from entering the Court if they have a body temperature in excess
11 of 100.4°F, as determined by the courthouse Court Security Officers. The following
12 other individuals are similarly prohibited from entering the Court:

13 a. Individuals who have been asked to self-quarantine by any doctor, hospital
14 or health agency.

15 b. Individuals who have an active case of COVID-19 or who have had close
16 personal contact in the past 14 days with someone who has been diagnosed
17 with COVID-19, unless the individual has tested negative for COVID-19
18 after having contact with the COVID-positive individual.

19 c. Individuals who are currently experiencing symptoms consistent with
20 COVID-19, including an unexplained fever, persistent cough, headaches,
21 body aches and/or shortness of breath.

22 (3) Transportation of all in-custody defendants is suspended unless specifically ordered
23 by the Court on a case-by-case basis.

24 (4) All arraignments, mandatory status conferences, pre-trial conferences, bail hearings,
25 motion hearings, and citation (traffic) matters shall be conducted telephonically or

1 by video conference. Waivers of arraignment, using the Court's approved forms,
2 may be accepted by email.

3 (5) All preliminary hearings shall be conducted via audiovisual technology in lieu of
4 personal, in-court appearances, unless the Court specifically orders otherwise on a
5 case-by-case basis. The Court finds that the current COVID-19 emergency
6 constitutes good cause under NRS 171.1975(1) for any witness to testify at a
7 preliminary hearing through the use of audiovisual technology. If any party wishes
8 to request an exception to this provision, the party shall file a written request (with
9 proof of service upon all other parties) for an in-person preliminary examination at
10 least 10 business days prior to the scheduled proceeding. The written request shall
11 specify the reasons why personal, in-court appearances by the parties and/or
12 witnesses are necessary. Any other party to the case may file a written objection to
13 the request within three calendar days from the date that the request is filed and
14 served. If the request is granted, the parties, counsel, witnesses and any other
15 individuals in the courtroom are required to wear a face covering while on the Reno
16 Justice Court premises, including during the entire proceeding, unless specifically
17 relieved of that obligation by the presiding judge.

18 (6) All bench trials in criminal and citation (traffic) cases shall be conducted via
19 audiovisual technology in lieu of personal, in-court appearances, unless the Court
20 specifically orders otherwise on a case-by-case basis. If any party wishes to request
21 an in-person trial, the party shall file a written request (with proof of service upon
22 all other parties) for an in-person trial at least ten business days prior to the
23 scheduled trial. The written request shall specify the reasons why personal, in-
24 court appearances by the parties and/or witnesses are necessary. Any other party to
25 the case may file a written objection to the request within three calendar days from

1 the date that the request is filed and served. If the request is granted, the parties,
2 counsel, witnesses and any other individuals in the courtroom are required to wear a
3 face covering while on the Reno Justice Court premises, including during the entire
4 proceeding, unless specifically relieved of that obligation by the presiding judge.

5 (7) The Court shall hold a pre-trial or pre-hearing status conference with counsel at
6 least one week prior to any scheduled trials or preliminary examinations. The
7 purpose of the status conference is to manage the logistics of the remote proceeding
8 (if applicable) and to discuss how a live, in-court proceeding (if applicable) can be
9 conducted in a manner that minimizes the risk of transmitting COVID-19 within the
10 Court.

11 (8) All civil proceedings (including mandatory mediation in small claims cases) shall
12 be conducted telephonically and/or via video conference unless otherwise ordered
13 by the Court on a case-by-case basis.

14 (9) All post-adjudicatory review hearings and order-to-show-cause hearings shall be
15 handled telephonically and/or via video conference unless otherwise ordered by the
16 Court on a case-by-case basis.

17 (10) The Court's first-floor customer-service windows shall reopen to the public,
18 subject to any occupancy and social-distancing requirements that are deemed
19 necessary and appropriate by Court Administration including, but not limited to,
20 requiring all business to be conducted by appointment only. All payments may be
21 processed electronically at justicecourts.washoecounty.us/Public/default.aspx or by
22 telephone (775-325-6500). Individuals who need to file documents in Court are
23 strongly urged to do so by utilizing the Court's electronic filing system (for civil
24 actions only) or by e-mailing an electronic copy of the document to the following e-
25 mail addresses:

1 a. Civil cases: RJCCivil@washoecounty.us

2 b. Criminal cases: RJCCriminal@washoecounty.us

3 c. Citation (traffic) cases: RJCCitations@washoecounty.us

4 Any documents submitted to the Court for electronic filing shall include a proof of
5 service upon the other party(ies) to the case.

6 (11) The second-floor lobby and courtrooms located in Reno Justice Court remain
7 closed to members of the general public. Admittance into court facilities is
8 restricted to parties, witnesses, and attorneys who are specifically authorized to
9 enter the Court on a case-by-case basis. Members of the public and media who
10 wish to enter the Court must make a specific request by calling 775-325-6500.
11 Court Administration may honor such requests by providing opportunities to view
12 Court proceedings via video streaming or similar means.

13 (12) The Reno Justice Court will resume issuing default judgments under Justice
14 Court Rule of Civil Procedure 55. In civil actions in which the summons and
15 complaint were served prior to the filing date of this Order and the entry of default
16 was suspended by Administrative Order 2020-3, the plaintiff must first provide the
17 defendant (and file with the Court along with proof of service) a *Notice of Intent to*
18 *Take Default* that affords the defendant a minimum of 14 calendar days to file an
19 answer before a default may be entered. The *Notice of Intent to Take Default* must
20 be in the form as provided in the attached "Exhibit A." The notice must be mailed
21 to the defendant at the address where the defendant was served or at the defendant's
22 last known address if the defendant was served at a location other than the
23 defendant's usual place of residence. The requirement to file a *Notice of Intent to*
24 *Take Default* is not applicable to default judgments that are entered due to a party's
25 failure to appear for a trial, hearing, mandatory mediation, or any other court
proceeding.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25

(13) All eviction cases shall continue to proceed as set forth in Administrative Order 2020-4 pursuant to Governor Sisolak’s Emergency Directive 008 and Nevada Supreme Court Order AO-0012.

(14) Governor Sisolak’s Emergency Directive 017 controls all post judgment collection matters, executions, and garnishments, which remain stayed until further order of the Court. Any property garnished or attached on or after March 19, 2020, must be released to the judgment debtor. Washoe County Constables and the Sheriff’s Civil Division should follow the guidance in NRS 21.112 with respect to any property garnished or attached prior to March 19, 2020. Orders for the examination of judgment debtor may proceed only by teleconference or videoconference, upon motion to the Court, and heard by a judge during the Court’s civil calendar.

(15) Prior to any scheduled appearances before the Reno Justice Court, parties and/or counsel on all matters shall meet and confer (preferably telephonically or electronically) in order to explore the possibility of settling matters outside of court without requiring parties, witnesses and counsel to make in-person court appearances. Such discussions shall include the possibility of entering *in absentia* pleas in criminal proceedings and remote appearances by counsel and/or witnesses.

(16) Exceptions to this order may be made on a case by case basis upon proper application to the Court in order to facilitate the ends of justice.

##

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25

(17) This Order shall remain in effect until it is modified or rescinded by a subsequent order.

DATED this 25th day of June 2020.



RYAN K. SULLIVAN
CHIEF JUSTICE OF THE PEACE
RENO JUSTICE COURT
DEPARTMENT 3

Attachment: Exhibit A - *Notice of Intent to Take Default*

Exhibit A

Exhibit A

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25

IN THE JUSTICE COURT OF RENO TOWNSHIP
COUNTY OF WASHOE, STATE OF NEVADA

Case No.:

Plaintiff,

v.

Defendant(s).

**NOTICE OF INTENT
TO TAKE DEFAULT**

Please take notice that the Plaintiff, _____, intends to take default against _____ in 14 calendar days due to the failure of the Defendant(s) to file an Answer or otherwise respond to the Complaint that was served on _____ by the following method: _____.

Defendant may file an Answer or otherwise respond to the Complaint in the following manner:

1. By mailing it to the Reno Justice Court at 1 S. Sierra St., Reno, NV 89501;
2. By emailing it to RJCCivil@washoecounty.us; or
3. By filing it through the Court's Civil electronic filing system at www.efilenv.com. You will be required to register and set up an account to do so.
4. There is a \$71 fee to file your Answer. If you are indigent or unable to pay this fee, please contact the Court and ask for a form to waive the filing fee.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25

5. If you need assistance with the forms, filing your answer, or paying the filing fee, please contact the Civil Division of the Court.

- a. By email at RJCCivil@washoecounty.us; or
- b. By telephone at 775-325-6501

Dated this ___ day of _____ 2020.

Plaintiff

PROOF OF SERVICE

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25

I, _____, the Plaintiff or the Plaintiff's representative in Reno Justice Court Case No. _____ hereby verifies and affirms under penalty of perjury that the preceding NOTICE OF INTENT TO TAKE DEFAULT was served upon the Defendant(s) in the following manner:

Dated this ___ day of _____ 2020.

Plaintiff or Plaintiff's representative