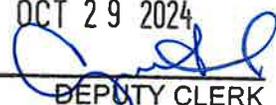


OCT 29 2024

By 
DEPUTY CLERK

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

IN THE ADMINISTRATIVE MATTER OF
SUMMARY EVICTIONS IN THE SPARKS
JUSTICE COURT

ADMINISTRATIVE ORDER 2024-05

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 necessitates the implementation of summary eviction rules for the Sparks Justice Court.

The Chief Judge of Sparks Justice Court has the authority pursuant to NRS 4.157(c) to make administrative decisions pertaining to the business of the Court. Accordingly,

IT IS HEREBY ORDERED that effective October 29, 2024, the requirements for summary evictions in Sparks 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 30 calendar days after the period to comply with the Notice expires, and the landlord will be required to serve new Surrender/Eviction Notice(s), except when a tenant has been given an additional 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 45 calendar days after the expiration of the Notice period, and the landlord will be required to serve new Surrender/Eviction Notice(s).

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

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

Sparks Justice Court

1 D) If a tenant has filed an Affidavit contesting a Surrender/Eviction Notice, and the landlord
2 has filed an Affidavit/Complaint pursuant to subsection (B), the Court will schedule a hearing on
3 the summary eviction to be held no sooner than 10 calendar days and no later than 21 calendar
4 days after the landlord has filed their Affidavit/Complaint, unless the Court otherwise finds good
5 cause.

- 6 1) The Court will file and serve a Notice of Hearing notifying the parties of the summary
7 eviction hearing date, time, and location via Odyssey eFile or U.S. mail.

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

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

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

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

- 15 1) Surrender/Eviction Notices served upon tenant.

16 a) All landlords are required to use the Surrender/Eviction Notice forms approved by
17 the Court available to the public on the Sparks Justice Court website at
18 <https://www.washoecounty.gov/sjc/Forms.php>. The content of Sparks Justice
19 Court Surrender/Eviction Notices may not be altered including formatting,
20 spacing, and/or font-size.

21 b) Surrender/Eviction Notices must list tenant's name in the order of first name and
22 last name.

- 23 2) Tenant's Affidavit.

24 a) All tenants must use the Tenant's Affidavit in Opposition to Summary Eviction
25 forms approved by the Court and made available to the public on the Sparks Justice
26 Court website at <https://www.washoecounty.gov/sjc/Forms.php>.

27 b) A tenant's Affidavit must include an email address for the tenant if the tenant has
28 an email address.

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
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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).