

APR 02 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 **AMENDED**
6 CORONAVIRUS DISEASE (COVID-19) **ADMINISTRATIVE ORDER 2020-2**
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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 for a
22 particular hearing must make a 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/
25

1 **NEW FILING PROCEDURES**

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

- 5 • Civil cases: SJCCivil@washoecounty.us
- 6 • Criminal cases: SJCCriminal@washoecounty.us
- 7 • Citation cases: SCJCitations@washoecounty.us

8 Many frequently used forms can be found on the Court’s website.

9 **ALTERNATE PAYMENT PROCEDURES**

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

11 www.justicecourts.washoecounty.us/Public/default.aspx

12 Or by phone 24 hours a day, seven days a week by calling GovPayNet at (888)604-
13 7888. The representative will ask for the “PLC” which is **a003b5**.

14 Or by placing them in the Court’s drop-box.

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

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

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20 modified or rescinded by a subsequent order.

21 IT IS SO ORDERED.

22 Dated this 20 day of April, 2020.

23 

24 Kevin Higgins
25 Chief Justice of the Peace
Sparks Justice Court