

FILED

JUSTICE COURT, LAS VEGAS TOWNSHIP

CLARK COUNTY, NEVADA

JUN 18 3 04 PM '15

JUSTICE COURT

LAS VEGAS, NEVADA

ADMINISTRATIVE ORDER 15-06

DEPUTY

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4 IN THE ADMINISTRATIVE MATTER  
5 REGARDING TYPOGRAPHICAL  
6 SIGNATURES FOR ELECTRONIC  
7 FILING IN CIVIL CASES

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9 WHEREAS, JCRLV 47 ("E-Filing Rules") does not currently contain any explicit  
10 provisions relating to typographical signatures; and

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12  
13 WHEREAS, an interim Administrative Order is needed to resolve the gap in the Court  
14 rule; therefore,

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16 IT IS HEREBY ORDERED that the following guidelines relating to typographical  
17 signatures are to be applied in the Las Vegas Justice Court:

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19 *(a) Every pleading, document, and instrument which is electronically filed shall be*  
20 *deemed to have been signed by the attorney or declarant and shall bear a digital or*  
21 *typographical signature of such person, along with the typed name, address, telephone*  
*number, and State Bar of Nevada number of a signing attorney.*

22 *(1) Except as provided in subsections (2) and (3), typographical signatures shall*  
23 *be treated as personal signatures for all purposes under the Nevada Revised*  
*Statutes and court rules. A typographical signature shall be as follows:*

24 /s/ John L. Smith

25 JOHN L. SMITH

26 *(2) When a document to be filed electronically requires a signature under*  
27 *penalty of perjury, or the signature of a notary public, the declarant or notary*  
28 *public shall sign a printed form of the document. The printed document bearing*  
*the original signatures must be scanned and electronically submitted for filing*  
*in a format that accurately reproduces the original signatures and contents of*  
*the document.*

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*(3) When a document, such as a stipulation, requires the signatures of opposing parties or attorneys and is to be filed electronically, the party or attorney filing the document must first obtain signatures of all parties or attorneys, as applicable, on a printed form of the document. The printed document bearing the original signatures must be scanned and electronically submitted for filing in a format that accurately reproduces the original signatures and contents of the document.*

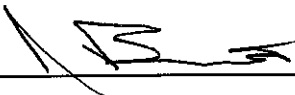
*(4) By electronically filing the document, the electronic filer verifies that the signatures are authentic to the best of the filer's knowledge and belief.*

*(b) All documents which bear a signature of a judge, hearing master, justice of the peace pro tempore, or referee shall be scanned and e-filed so their original signature will be shown thereon, unless the court provides for electronic signature of electronically issued court documents, in which case that procedure may be followed instead.*

**IT IS FURTHER ORDERED** that this Administrative Order shall become effective immediately.

**IT IS FURTHER ORDERED** that the Las Vegas Justice Court's Rules Committee shall consider the guidelines adopted herein when discussing future proposed amendments to JCRLV 47.

Dated this 18<sup>th</sup> day of June, 2015.

  
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**Joe Bonaventure,  
Chief Justice of the Peace**