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JUSTICE COURT, LAS VEGAS TOWNSHIP
CLARK COUNTY, NEVADA
BY _____ JUSTICE COURT
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**IN THE ADMINISTRATIVE MATTER
REGARDING COMPLETION NOTICES
FOR TRAFFIC SCHOOLS**

ADMINISTRATIVE ORDER 15-01

WHEREAS, defendants who receive traffic citations are often required to complete Traffic School; and

WHEREAS, the Court needs to ensure that completion notices from Traffic Schools contain specific identifying information for particular defendants; and

WHEREAS, in accordance with Nevada Administrative Code (NAC) Section 483.7898, the Nevada Department of Motor Vehicles uses an approved form "as proof of successful completion of a course in automobile driver education," and

WHEREAS, the information contained in that form is similar to what the Court requires in order to properly update the affected cases; therefore,

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IT IS HEREBY ORDERED that Traffic Schools must, at a minimum, provide the following information to the Las Vegas Justice Court whenever a defendant completes a course:

- (1) The official name of the school;
- (2) The license number of the school;
- (3) The Las Vegas Justice Court's citation number to which the course applies;
- (4) The full legal name of the student;
- (5) The date of birth of the student;
- (6) The student's driver's license number and the state of issuance for that driver's license;
- (7) The date that the course was completed successfully;
- (8) The amount and type of training that the student completed; and
- (9) The name and signature of the instructor who provided the training, or the name and signature of the Traffic School representative who can confirm that the applicable class was actually and successfully completed by the student.

IT IS FURTHER ORDERED that Traffic Schools may utilize the Las Vegas Justice Court's **Completion Notice** which is attached to this Administrative Order as "Exhibit A."

IT IS HEREBY ORDERED that this Administrative Order shall become effective on March 1, 2015.

Dated this 15th day of January, 2015.



Joe Bonaventure,
Chief Justice of the Peace

TRAFFIC-SCHOOL COMPLETION NOTICE

FOR THE LAS VEGAS JUSTICE COURT

Student's Full Legal Name: _____

Student's Date of Birth: _____

Student's Driver License Number: _____

State of Issuance: _____

Student's Address (if known): _____

Official Name of Traffic School: _____

License Number of Traffic School: _____

Course Attended: _____

Hours of Instruction:] Five (5)
] Eight (8)
] Other: _____

Date of Successful Completion of Course: _____

Las Vegas Justice Court Citation # to Which the Course Applies: _____

"I declare under penalty of perjury of the law of the
State of Nevada that the above information is true and correct."

Printed Name: _____

Signature: _____

Job Title:] Instructor

] Other: _____

Date of Signature: _____

Telephone Number: _____