

1 JUSTICE COURT, LAS VEGAS TOWNSHIP

2 CLARK COUNTY, NEVADA

FILED  
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3 JUSTICE COURT  
4 LAS VEGAS NEVADA

4 IN THE ADMINISTRATIVE MATTER re:  
5 LEAD DOCUMENTS FOR E-FILING  
6 AND A STANDARDIZED FORMAT FOR  
7 CERTAIN DOCUMENTS IN CIVIL CASES

ADMINISTRATIVE ORDER 13-02  
DEPUTY

8  
9 WHEREAS, Rule 53(b) of the Justice Court Rules for the Las Vegas Township  
10 (JCRLV) permits the Chief Judge to "mandate that summonses, eviction notices, and any other  
11 documents specified by the Chief Judge must be filed in a standardized format as set forth by the  
12 Chief Judge"; and

13  
14 WHEREAS, the designation of a standardized format encompasses the order in which  
15 multiple documents filed simultaneously are to be e-filed; and

16 WHEREAS, the Court has determined that policy changes under JCRLV 53(b) are  
17 necessary in order to ensure efficiency with respect to e-filed documents; therefore,

18 IT IS HEREBY ORDERED that, pursuant to JCRLV 53(b), all civil filings must be  
19 made on white-colored paper to ensure maximum visibility via e-filing; and

20  
21 IT IS FURTHER ORDERED that the documents listed below are to be electronically  
22 filed in a complete package with the "lead document" submitted first, and the remaining  
23 documents submitted in any order, as directed below:

24 I. CIVIL FILINGS

25 (A) FEE WAIVERS

26 (1) Application to Proceed *In Forma Pauperis* (Lead Document)

27 (2) Documents Received with Fee Waiver Application  
28

1 (B) Civil filings under NRS Chapter 604A

2 (1) Complaint (*Lead Document*)

3 (2) Defaulted Loan Information Sheet

4 (C) Writs of Execution

5 (1) Writ of Execution (*Lead Document*)

6 (2) Notice of Exemptions from Execution

7 (D) Default requests

8 (1) The *Lead Document* must be either:

9 (a) "Proof of Service of the Summons and Complaint," if that document  
10 has not previously been filed; or

11 (b) The Clerk's Default, if "Proof of Service of the Summons and  
12 Complaint" has previously been filed.

13 (2) Application for Entry of Default which must include a verified Memorandum  
14 of Costs and Disbursements either in the Application itself or as an exhibit which  
15 immediately follows the Application.

16 (The Application for Entry of Default may be filed prior to the Clerk's Default or  
17 at the time of filing the Clerk's Default. Also, the Affidavit in Support of Default  
18 Judgment may be filed as a separate pleading after the Application for Entry of  
19 Default Judgment is filed on the case.)

20 II. LANDLORD/TENANT FILINGS

21 In addition to the requirements relating to lead documents below, **IT IS**  
22 **FURTHER ORDERED** that the landlord's name must appear legibly on all eviction  
23 notices that are filed with the Court; and

1 The lead-document requirements for landlord-tenant filings are as follows:  
2

3 (A) Summary-Eviction Cases  
4

5 (1) Affidavit of Complaint for Summary Eviction (*Lead Document*)

6 (2) Notice Documents

7 (a) Notice documents must be submitted as a package in the following  
8 order:

9 (i) Notice

10 (ii) Affidavit of Service

11 (iii) Certificate of Mailing, if applicable  
12

13 (b) If additional notice documents are to be filed in a case, they must also  
14 be submitted as a package based upon the chronological order of the  
15 notices.

16 (3) Lease agreement, if one exists

17 (4) Exhibits in sequential order, if applicable.  
18

19 III. PROTECTION-ORDER FILINGS

20 (A) Applications for Orders for Protection Against Harassment in the Workplace

21 (1) Application (*Lead Document*)

22 (2) Confidential Victim-Information Sheet

23 (3) Application for Extended Order (if applicable)  
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25 (B) Applications for All Other Orders for Protection

26 (1) Application (*Lead Document*)

27 (2) Confidential Victim-Information Sheet  
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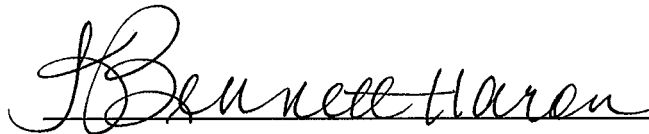
**IT IS FURTHER ORDERED** that documents that do not comply with this Administrative Order may be rejected; and

**IT IS FURTHER ORDERED** that this Administrative Order shall apply as follows:

- (1) To all eviction notices served on or after August 1, 2013; and
  - (2) To all other documents e-filed on or after August 1, 2013;
- and

**IT IS FURTHER ORDERED** that this Administrative Order shall remain in effect unless amended or rescinded by a subsequent Administrative Order.

Dated this 21<sup>st</sup> day of June, 2013.



**KAREN BENNETT-HARON, Chief Justice of the Peace**