

FILED

OCT -2 2019

Alma L. Johnson
CLERK OF COURT

EIGHTH JUDICIAL DISTRICT COURT
CLARK COUNTY, NEVADA

IN THE ADMINISTRATIVE MATTER OF
PROCEDURES RELATED TO
CONFORMITY TO APPLICABLE
FILING REQUIREMENTS

Administrative Order: 19-05

WHEREAS, the Chief Judge is responsible for supervising the administrative business of the Eighth Judicial District Court, ensuring the quality and continuity of its services, supervising its calendar, reassigning cases as convenience or necessity requires, assuring the court's duties are timely and orderly performed and otherwise facilitating the business of the District Court. NRS 3.025; see also EDCR 1.30(b);

WHEREAS, this Court is in the process of amending the Eighth Judicial District Court Rules to bring them into conformity with the 2019 amendments to the Nevada Rules of Civil Procedure, Nevada Rules of Appellate Procedure, and Nevada Electronic Filing and Conversion Rules;

WHEREAS, this Court previously suspended and modified certain local rules in Administrative Order 19-03 filed March 12, 2019;

WHEREAS, NEFCR 8(a)(1) requires a document submitted to an electronic filing system be automatically filed and simultaneously served;

WHEREAS, in the seven months since the amended NEFCR took effect, the clerk has seen a proliferation of self-represented litigants submit documents that do not meet the applicable filing requirements;

1 **WHEREAS**, NEFCR 8(b)(1) authorizes the clerk to review documents after they have
2 been submitted, filed, and served, to determine whether they conform to the applicable filing
3 requirements;
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5 **WHEREAS**, NEFCR 8(b)(3) authorizes this Court to adopt local rules defining what
6 constitutes a nonconforming document and specify which nonconforming documents the clerk is
7 authorized to strike;

8 **WHEREAS**, NRCP 77(c)(2)(D) authorizes the clerk to act on any other matters that does
9 not require the court's action;

10 **WHEREAS**, the explanatory commentary of the Nevada Code of Judicial Conduct,
11 Canon 2, Rule 2.2, states that “[i]t is not a violation of this Rule for a judge to make reasonable
12 accommodations to ensure self-represented litigants the opportunity to have their matters fairly
13 heard”;

14 **WHEREAS**, until the amended local rules supersede this Order and take effect;

15 **IT IS ORDERED** the following constitutes nonconforming documents in the Eighth
16 Judicial District Court:
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- 18 1. A document that is filed in the wrong case;
- 19 2. An unsigned document;
- 20 3. An unsigned order;
- 21 4. Multiple documents bundled together and filed as one document commencing a
22 civil action;
- 23 5. Any document filed to commence an action that is not a complaint, petition,
24 application, or other document that initiates a civil action; or
- 25 6. Any document filed to commence an action that does not have the proper case
26 type designation or cover sheet as required by NRS 3.275.
- 27
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1 **IT IS FURTHER ORDERED** that the clerk shall not file any unsigned order. The clerk
2 shall furnish the order to the appropriate department and shall notify the filer and all registered
3 users receiving service under NEFCR 9(b).
4

5 **IT IS FURTHER ORDERED** that the clerk shall strike any document filed to
6 commence an action that is not a complaint, petition, application, or other document that initiates
7 a civil action pursuant to NEFCR 8(b)(3). The clerk shall close the case as filed in error and
8 return any filing fee. The clerk must also notify the filer and all registered users receiving service
9 under NEFCR 9(b).

10 **IT IS FURTHER ORDERED** for any other nonconforming document, if the filer is a
11 self-represented litigant, the clerk is authorized to cure the nonconforming document, replace it
12 with the conforming document where appropriate, and notify the filer and all registered users
13 receiving service under NEFCR 9(b). If the filer is an attorney who filed the nonconforming
14 document, the clerk shall provide notice and an opportunity to cure pursuant to NEFCR
15 8(b)(2)(A).
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18 DATED this 2nd day of October, 2019.

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21 By: 
22 Linda Marie Bell
23 Chief Judge
24 Eighth Judicial District Court
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