

**FILED**

JAN 24 2025

*Alanna A. Hoffman*  
CLERK OF COURT

EIGHTH JUDICIAL DISTRICT COURT  
CLARK COUNTY, NEVADA

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5 IN THE ADMINISTRATIVE MATTER  
6 OF PROBATE COMMISSIONER  
7 ASSIGNMENTS

Administrative Order: 25-01

8       **WHEREAS**, The Chief Judge is responsible for supervising the administrative  
9 business of the Eighth Judicial District Court (“EJDC”), ensuring the quality and  
10 continuity of its services, supervising its calendar, reassigning cases as convenience or  
11 necessity requires, assuring the court’s duties are timely and orderly performed and  
12 otherwise facilitating the business of the District Court. NRS 3.025; *see also* EDCR  
13 1.30(b); and,

14  
15       **WHEREAS**, in April 2024, the EJDC engaged the National Center for State  
16 Courts (“NCSC”) to conduct a comprehensive study of the probate court in Clark  
17 County, including an evaluation of case management practices, scheduling, and  
18 resource allocation; and,

19  
20       **WHEREAS**, on December 12, 2024, NCSC submitted its final report,  
21 recommending the addition of a second probate commissioner to increase the number of  
22 cases heard weekly, reduce the time between petition filings and hearings, and provide  
23 backup support for the current probate commissioner; and,

24  
25       **WHEREAS**, with the support of Clark County, the EJDC has approved the  
26 hiring of a second probate commissioner to assist with implementing the final report’s  
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1 recommendations, thereby improving case processing times and enhancing operational  
2 efficiency.

3 **IT IS THEREFORE ORDERED**, pursuant to EDCR 1.30(b), all probate cases  
4 in the EJDC shall be evenly split between the two probate commissioners, effective  
5 January 27, 2025.  
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7 **IT IS FURTHER ORDERED** that probate calendars shall be heard twice  
8 weekly, with Commissioner Geist presiding on Wednesdays and Commissioner Fontano  
9 presiding on Fridays, effective February 24, 2025. Dates and times are subject to  
10 change as necessity requires.  
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12 **IT IS FURTHER ORDERED** that, in accordance with EDCR 4.12,  
13 Commissioner Fontano's department shall be designated PC-1 and Commissioner  
14 Geist's department shall be designated PC-2. All pleadings and other papers shall  
15 include in the caption the correct department number followed by the Probate  
16 Commissioner's department number in parentheses.  
17

18 **IT IS FURTHER ORDERED** that the inbox for matters in department PC-1  
19 shall be [probateinbox@clarkcountycourts.us](mailto:probateinbox@clarkcountycourts.us) and the inbox for matters in department  
20 PC-2 shall be [probate2inbox@clarkcountycourts.us](mailto:probate2inbox@clarkcountycourts.us). DEPARTMENT INBOXES ARE  
21 TO BE USED TO SUBMIT DOCUMENTS FOR THE COURT'S SIGNATURE  
22 ONLY. NO OTHER EMAILS MAY BE SENT TO DEPARTMENT INBOXES.<sup>1</sup>  
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24 **IT IS FURTHER ORDERED** that counsel or a self-represented party obtaining  
25 any report and recommendation, order, judgment, or decree must furnish the form of the  
26

27 \_\_\_\_\_

28 <sup>1</sup> Orders must comply with all requirements of Administrative Order 22-07

1 same to the email inbox of the assigned probate commissioner within 14 days after  
2 being notified of the court's decision, unless additional time is allowed by the court.  
3 Except for matters submitted ex parte or pursuant to stipulated petition, no proposed  
4 report and recommendation or order shall be delivered to the probate commissioner  
5 prior to the hearing of any petition or motion set for hearing in Probate.  
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7 Entered this \_\_\_ day of January, 2025.

8 Dated this 24th day of January, 2025

9  
10 By: \_\_\_\_\_



11 JERRY WIESE  
12 Chief Judge  
13 Eighth District Court  
14 District Court Judge  
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