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2                   IN THE JUSTICE COURT OF RENO TOWNSHIP  
3                   COUNTY OF WASHOE, STATE OF NEVADA  
4

5 IN THE ADMINISTRATIVE MATTER OF  
6 THE COVID-19 PANDEMIC

**ADMINISTRATIVE ORDER 2020-12**

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9           Pursuant to NRS 4.157(c) and JCRRT 21, the Chief Justice of the Peace of Reno  
10 Township hereby enters this Administrative Order in response to the State of Emergency declared  
11 by Nevada Governor Steve Sisolak on March 12, 2020. To date, Governor Sisolak’s declaration  
12 has not been rescinded. On March 19, 2020, the Court entered Administrative Order 2020-3,  
13 which modified Court operations during the COVID-19 emergency. Specifically, Administrative  
14 Order 2020-3 closed most of the Court to in-person access. On May 28, 2020 Governor Sisolak  
15 signed Declaration of Emergency Directive 021 and announced that Nevada would enter Phase  
16 II of the statewide reopening plan. Emergency Directive 021 states, among other things, that  
17 “Nevada’s medical experts indicate that the rate at which COVID-19 is spreading in the State of  
18 Nevada has effectively slowed to a level that does not jeopardize the state’s healthcare system....  
19 and although the danger to Nevadans from the COVID-19 disease has abated, the disease has not  
20 been eliminated and measures that protect safety, wellbeing, and public health of Nevadans must  
21 remain in effect.”

22           Due to the improvements recognized in Emergency Directive 021, on June 26, 2020 this  
23 Court entered Administrative Order 2020-7, which significantly relaxed the restrictions that were  
24 put in place by Administrative Order 2020-3 and permitted more in-person access.  
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1           Unfortunately, Nevada, in general, and Washoe County, in particular, have experienced  
2 a significant increase in COVID-19 cases over the past several weeks. As stated in the Governor’s  
3 COVID-19 Weekly Situation Report (released November 13, 2020), “cases, hospitalizations and  
4 – tragically - fatalities are on the rise. The fall spike, predicted by all medical and scientific  
5 experts, is now our reality.”

6           According to data released by the Washoe County Health District, the average new daily  
7 COVID-19 cases in Washoe County has almost quadrupled from fewer than 100 cases per day  
8 in early October to almost 400 new cases per day in mid-November. Similarly, a risk assessment  
9 (the “Truckee Meadows COVID Risk Meter” available at [www.tmrpa.org/covid-wc](http://www.tmrpa.org/covid-wc)) created by  
10 the Washoe County COVID Task Force currently assesses the COVID-19 risk in our community  
11 as “Very High,” which is the highest level of risk other than “Severe.” The Task Force cautions  
12 us as follows: “Case numbers are high and hospital beds are filling up. Only leave your home  
13 for essential functions.... Socially isolate as much as possible.”

14           Due to the public safety concerns created by the drastic increase in COVID-19 cases  
15 within our community, the Court finds it necessary to again restrict in-person access to the Court.  
16 THEREFORE, effective immediately the Court hereby ORDERS as follows:

17           (1) Administrative Order 2020-7 is rescinded and supplanted by the terms of this Order.

18           The Reno Justice Court shall continue to accept all court filings and continue to  
19 operate while managing cases within the parameters set forth in this Order.

20           (2) All parties, counsel, and members of the general public are prohibited from entering  
21 Reno Justice Court without a mask or other appropriate face covering. They are  
22 further prohibited from entering the Court if they have a body temperature in excess  
23 of 100.4°F, as determined by the courthouse Court Security Officers. The following  
24 other individuals are similarly prohibited from entering the Court:  
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- 1 a. Individuals who have been asked to quarantine or isolate by any doctor,  
2 hospital or health agency.
- 3 b. Individuals who have an active case of COVID-19 or who have had close  
4 personal contact in the past 14 days with someone who has been diagnosed  
5 with COVID-19, unless the individual subsequently tested negative for  
6 COVID-19 after having contact with the COVID-positive individual.
- 7 c. Individuals who are currently experiencing symptoms consistent with  
8 COVID-19, including an unexplained fever, chills, persistent cough,  
9 headaches, body aches and/or shortness of breath.

10 (3) The Court is hereby closed for all in-person access and will remain closed for all in-  
11 person access during any time where the Truckee Meadows COVID Risk Meter  
12 registers as “Very High” or “Severe.” In-person access shall include – but is not  
13 limited to – any and all in-person court proceedings and access to the Court’s first-  
14 floor customer-service windows. During this closure, all Court proceedings shall be  
15 conducted via teleconference and/or video conference.

16 (4) If the Truckee Meadows COVID Risk Meter should fall below the threshold of “Very  
17 High,” the Court may re-open to in-person access on a limited case-by-case basis.  
18 During any such re-opening, the Court will operate in the following manner:

- 19 a. All court proceedings including civil and criminal trials, preliminary  
20 hearings, and all other hearings will be conducted via audiovisual technology  
21 in lieu of personal, in-court appearances, unless the Court specifically orders  
22 otherwise on a case-by-case basis. If any party wishes to request an exception  
23 to this provision, the party shall file a written request (with proof of service  
24 upon all other parties) for an in-person trial/hearing at least 10 business days  
25 prior to the scheduled proceeding. The written request shall specify the

1 reasons why personal, in-court appearances by the parties and/or witnesses  
2 are necessary. Any other party to the case may file a written objection to the  
3 request within three calendar days from the date that the request is filed and  
4 served. If the request is granted, the parties, counsel, witnesses and any other  
5 individuals in the courtroom are required to wear a face covering while on the  
6 Reno Justice Court premises, including during the entire proceeding, unless  
7 specifically relieved of that obligation by the presiding judge.

8 b. The Court’s first-floor customer-service windows may reopen to the public,  
9 subject to any occupancy and social-distancing requirements that are deemed  
10 necessary and appropriate by Court Administration including, but not limited  
11 to, requiring all business to be conducted by appointment only.

12 (5) If the Truckee Meadows COVID Risk Meter should fall to the threshold of  
13 “Moderate” or lower, the Court may resume in-person access in most case types  
14 without requiring a party to request an in-person proceeding by written motion.

15 (6) During any court closure, payments of fines and fees may still be processed  
16 electronically at [justicecourts.washoecounty.us/Public/default.aspx](https://justicecourts.washoecounty.us/Public/default.aspx) or by telephone  
17 (775-325-6500).

18 (7) Regardless of whether the Court is closed or not, individuals who need to file  
19 documents in Court are strongly urged to do so by utilizing the Reno Justice Court  
20 drop box located in the courthouse entrance at 1 South Sierra Street; by accessing  
21 the Court’s electronic filing system (for civil actions only); or by e-mailing an  
22 electronic copy of the document to the following e-mail addresses:

23 a. Civil cases: [RJCCivil@washoecounty.us](mailto:RJCCivil@washoecounty.us)

24 b. Criminal cases: [RJCCriminal@washoecounty.us](mailto:RJCCriminal@washoecounty.us)

25 c. Citation (traffic) cases: [RJCCitations@washoecounty.us](mailto:RJCCitations@washoecounty.us)

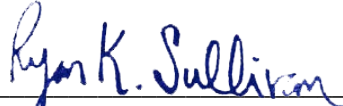
1 Any documents submitted to the Court for filing shall include a proof of service upon  
2 the other party(ies) to the case.

3 (8) The second-floor lobby and courtrooms located in Reno Justice Court shall remain  
4 closed to members of the general public unless and until the Truckee Meadows  
5 COVID Risk Meter falls to the threshold of “Moderate” or lower. Until such time,  
6 admittance into court facilities shall be restricted to any parties, witnesses, or  
7 attorneys who are specifically authorized to enter the Court on a case-by-case basis.  
8 Members of the public and media who wish to enter the Court must make a specific  
9 request by calling 775-325-6500. Court Administration may honor such requests by  
10 providing opportunities to view Court proceedings via video streaming or similar  
11 means.

12 (9) Exceptions to this order may be made on a case by case basis upon proper application  
13 to the Court in order to facilitate the ends of justice.

14 (10) This Order shall remain in effect until it is modified or rescinded by a subsequent  
15 order.

16  
17 DATED this 18th day of November 2020.

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20 RYAN K. SULLIVAN  
21 CHIEF JUSTICE OF THE PEACE  
22 RENO JUSTICE COURT  
23 DEPARTMENT 3  
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