



1 The Clerk's Office will print, review, and file or receive stamp documents. All documents will be  
2 reviewed by the court and any format requirements or changes will be communicated to the  
3 parties. Original documents are required to follow unless otherwise approved by the court.  
4 Documents hand-delivered or received by mail will be processed.

5 The Carson City Justice/Municipal Court will allow documents to be submitted by email  
6 in the form of PDF documents to [JusticeCourtClerk@carson.org](mailto:JusticeCourtClerk@carson.org) or by Facsimile (775) 887-  
7 2297, and will be processed pursuant to Justice Rules of Civil Procedure Rule 6. The Clerk's  
8 Office will print, review, and file or receive stamp documents. Documents received  
9 electronically by 11:59 p.m. will be deemed filed. All documents will be reviewed by the court  
10 and any format requirements or changes will be communicated to the parties. Original  
11 documents are required to follow unless otherwise approved by the court. Documents hand-  
12 delivered or received by mail will be processed.

13 The Juvenile Court will allow documents to be submitted by email in the form of PDF  
14 documents to [JuvenileCourt@carson.org](mailto:JuvenileCourt@carson.org) or by Facsimile (775) 887-2513 pursuant to Nevada  
15 Rules of Civil Procedure Rule 6 Computing and Extending Time. The Clerk's Office will print,  
16 review, and file or receive stamp documents. All documents will be reviewed by the court and  
17 any format requirements or changes will be communicated to the parties. Original documents  
18 are required to follow unless otherwise approved by the court. Documents hand-delivered or  
19 received by mail will be processed.

20 Drop boxes will be made available on the first floor of the Carson City Courthouse for  
21 ease and convenience for the public to drop off documents to be filed in the First Judicial  
22 District Court and the Carson City Justice/Municipal Court. The Drop boxes will be monitored  
23 by Court Security Officers and documents will be processed daily. Last pick up will be at 5:00  
24 p.m. each judicial day. Documents for Juvenile Court need to be submitted to 1545 E. 5th  
25 Street Carson City, NV 89701.  
26  
27  
28


1 IT IS FURTHER ORDERED that the courtrooms for each respective court will be  
2 open for scheduled court hearings Monday through Friday, 8:00 a.m. to 5:00 p.m. The  
3 number of the public permitted in the courtrooms will be limited to minimize the risk of  
4 COVID-19 transmission.


5 IT IS FURTHER ORDERED that the First Judicial District Court Clerk's Office  
6 disseminate copies of the order to Carson City District Attorney, Nevada State Public  
7 Defender, Carson City Sheriff's Office, Division of Child and Family Services, Court  
8 Appointed Special Advocates, First Judicial Bar Association and the Washoe County Bar  
9 Association and the Carson City Manager.  
10

11 DATED this 20<sup>th</sup> day of March, 2020.  
12

13  
14   
15 JAMES T. RUSSELL  
District Court Judge

16  
17   
18 JAMES E. WILSON, JR.  
District Court Judge

19  
20   
21 THOMAS R. ARMSTRONG  
Justice of the Peace  
Municipal Court Judge

22  
23   
24 KRISTIN N. LUIS  
Justice of the Peace  
Municipal Court Judge  
25  
26  
27  
28