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

IN THE ADMINISTRATIVE MATTER OF
THE NEVADA ELECTRONIC FILING AND **ADMINISTRATIVE ORDER 2024-01**
CONVERSION RULES

Pursuant to NRS 4.157(c) and JCRRT 21, the Chief Justice of the Peace of Reno Township hereby enters this Administrative Order regarding the Nevada Electronic Filing and Conversion Rules.

On June 26, 2024 the Nevada Supreme Court entered an order in ADKT 0615. The order repealed and replaced the previous version of the Nevada Electronic Filing and Conversion Rules (NEFCR). The updated version of the rules requires certain parties to register with the Court’s electronic filing system (EFS) and to electronically file all case-related documents through the EFS. *See* NEFCR 4-5. The rules do not specifically require self-represented litigants to electronically file all case related documents, but they do require almost all other litigants, attorneys, court staff, and other interested parties to file all case-related documents through a court’s EFS. Since self-represented litigants are not required to file documents through the EFS, but other parties are required to do so, the parties who are required to file documents through the EFS may not have a manner to electronically serve self-represented litigants.

1 Additionally, NEFCR 5(b) creates restrictions on which parties are allowed to submit
2 documents to a court via an EFS, stating in pertinent part that “self-represented litigants who are
3 registered users are prohibited from submitting documents on behalf of another litigant.”

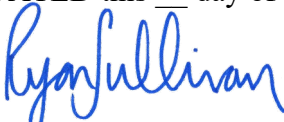
4 RJC’s administration has reviewed the current practices within this Court to assess their
5 compliance with the revised NEFCR. A review of those practices indicates that they do not
6 comply with the updated rules. Specifically, the Court’s EFS allows litigants to create two
7 different types of accounts: a firm account or a self-represented litigant account. Firm accounts
8 are intended only for attorneys and law firms who are permitted to file documents on the behalf
9 of clients. Self-represented litigant accounts, on the other hand, are available for non-attorney
10 litigants who are solely filing on their own behalf or, in very limited circumstances, on the behalf
11 of other parties such as non-attorneys who are allowed to represent business entities in small
12 claims cases or property owners’ agents who are permitted to file landlord affidavits in summary
13 eviction cases. *See* NRS 73.012 and NRS 40.253(5)(a). In reviewing the Court’s practices, the
14 Court has discovered that numerous non-attorney parties have opened firm accounts and have
15 been filing documents on the behalf of other parties.

16 Accordingly, and good cause appearing, the Court hereby orders as follows.

- 17 1) Any self-represented litigant who is not required to electronically file all case related
18 documents pursuant to NEFCR 4(a) and this Order is, nonetheless, required to register
19 for the Court’s EFS for the purposes of establishing an e-mail address to accept
20 service of documents. Moreover, any self-represented litigant who files documents
21 into more than five civil cases within a calendar year shall file all case-related
22 documents through the Court’s EFS.
- 23 2) Only attorneys – and their authorized users – are permitted to submit documents
24 through a “firm” account. Court administration may reject for filing any documents
25 submitted by non-attorneys through a “firm” account.

- 1 3) Parties with a self-represented litigant account are prohibited from filing any
2 documents on the behalf of any other litigant, except in specific cases where they are
3 authorized to do so by statute, court rule, or court policy. Such exceptions include
4 non-attorneys who are allowed to represent business entities in small claims cases
5 pursuant to NRS 73.012 and property owners' agents who are permitted to file
6 landlord affidavits in summary eviction cases pursuant to NRS 40.253(5)(a).
7 However, in such circumstances the documents filed into the case must be filed
8 through the account of the individual who is named as the entity's authorized agent
9 in the applicable pleadings.
- 10 4) This Order does not apply to case documents and case types in which electronic filing
11 is not available.
- 12 5) Court administration may create additional written policies and procedures regarding
13 e-filing that are consistent with the NEFCR, this Order, and all other applicable rules
14 and laws.
- 15 6) Any party may file a motion to be exempted from these requirements for good cause.
- 16 7) This Order shall take effect on October 7, 2024.

17
18 DATED this ___ day of September 2024.

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20 3:01 pm, Sep 25 2024

21 RYAN K. SULLIVAN
22 CHIEF JUSTICE OF THE PEACE
23 RENO JUSTICE COURT
24 DEPARTMENT 3
25