

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

FILED  
CYNDA HORNING, CLERK  
SPARKS JUSTICE COURT

SEP 26 2024

By   
DEPUTY CLERK

IN THE ADMINISTRATIVE MATTER OF  
THE DESIGNATION OF FRIDAYS AS A  
NON-JUDICIAL BUSINESS DAY

ADMINISTRATIVE ORDER 2024-04

WHEREAS, Sparks Justice Court has established specific operational procedures to ensure the efficient administration of justice;

WHEREAS, Washoe County has adopted initiatives to streamline operations and enhance fiscal sustainability within its various agencies in an effort to strengthen a culture of service in support of our thriving community; and

WHEREAS, the Chief Judge of Sparks Justice Court has the authority pursuant to NRS 4.157(c) to make administrative decisions pertaining to the business of the Court.

GOOD CAUSE BEING SHOWN,

IT IS HEREBY ORDERED as follows:

1. For the convenience of the public, Sparks Justice Court will be open expanded hours, Monday – Thursday from 7:00 am – 5:30 pm, including the noon hour, effective January 6, 2025. Sparks Justice Court will be closed on Fridays and holidays.
2. Sparks Justice Court offers an array of services online at [www.washoecounty.gov/sjc](http://www.washoecounty.gov/sjc) including: registration for efilings, payments, case searches, instructions, forms, frequently asked questions, and other information. In addition, documents may be submitted electronically by efile 24-hours a day, seven days a week. The Court also provides a drop box which is accessible 24-hours a day, seven days a week for delivery of payments.

- 1 3. Fridays are designated as non-judicial business days for the purpose of service of process  
2 and other administrative functions. This means that any filings, service of documents, or  
3 other actions that would typically be performed on a judicial business day will not be  
4 processed on Fridays.
- 5 4. Deadlines for the submission of documents or other actions that fall on a Friday will be  
6 extended to the following business day. This ensures that all parties have adequate time  
7 to comply with procedural requirements without undue disadvantage.
- 8 5. All relevant parties including the Washoe County District Attorney, the Washoe County  
9 Public Defender, the Washoe County Alternate Public Defender, the Tertiary Defense  
10 Panel, private counsel, legal aid agencies, and court staff shall be notified of this  
11 Administrative Order. The public will also be notified by the posting of this  
12 Administrative Order on the Court's website and the posting of the Court's updated hours  
13 on the entrance to the Court.

14 IT IS SO ORDERED.

15 Dated this 26<sup>th</sup> day of September, 2024.

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19 Chief Judge Kevin Higgins  
20 Justice of the Peace  
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