

1 JUSTICE COURT, LAS VEGAS TOWNSHIP
2 CLARK COUNTY, NEVADA

FILED
2022 FEB 17 P 12: 52

3 IN THE ADMINISTRATIVE MATTER
4 REGARDING JUSTICES OF THE PEACE
5 PRO TEMPORE
6

ADMINISTRATIVE ORDER # 22-02
LAS VEGAS NEVADA

BY mcl
DEPUTY

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8 WHEREAS, the Board of County Commissioners has selected a number of persons it
9 determined appropriate to comprise a panel of substitute justices of the peace, referred to as
10 justices of the peace pro tempore, pursuant to NRS 4.032; and

11 WHEREAS, the Las Vegas Justice Court has established the following three categories
12 of justices of the peace pro tempore: (1) general justices of the peace pro tempore who are
13 designated to hear all case types; (2) small claims justices of the peace pro tempore who are
14 designated to hear only small claims actions; and (3) traffic justices of the peace pro tempore
15 who are designated to hear only misdemeanor cases involving minor traffic violations.¹

16 IT IS HEREBY ORDERED that the Las Vegas Justice Court has adopted the following
17 policies that are applicable to all categories of justice of the peace pro tempore, unless otherwise
18 specified:

19 All justices of the peace pro tempore are authorized to perform judicial functions for the
20 category in which they were selected by the Board of County Commissioners and for which they
21 subscribed the official oath making them subject to the Revised Nevada Code of Judicial
22 Conduct as set forth in Part IV of the Application section.

23 1. Making Appearances and Being Listed as Attorney of Record.

24 Justices of the peace pro tempore are subject to the following restrictions on service:

- 25 a. A general justice of the peace pro tempore who is designated to hear all case
26 types may not be named as attorney of record or make any appearance in any

27 ¹ Minor traffic violations are those in which the Department of Motor Vehicles has assigned the offense
28 four (4) or less demerit points.

1 case pending in the Las Vegas Justice Court during his or her term of service.
2 This is a personal restriction that does not affect other attorneys in the law
3 firm of a justice of the peace pro tempore.

4 b. A small claims justice of the peace pro tempore may not be named as attorney
5 of record or make any appearance in a small claims case pending in the Las
6 Vegas Justice Court during his or her term of service. This is a personal
7 restriction that does not affect other attorneys in the law firm of the small
8 claims justice of the peace pro tempore.

9 c. A traffic justice of the peace pro tempore may not be named as attorney of
10 record or make any appearance in any traffic matter pending in the Las Vegas
11 Justice Court during his or her term or service. This is a personal restriction
12 that does not affect other attorneys in the law firm of the traffic justice of the
13 peace pro tempore.

14 2. Recusal. All justices of the peace pro tempore are authorized to perform judicial
15 functions in accordance with the restrictions and disqualification guidelines set forth
16 in the Revised Nevada Code of Judicial Conduct, Rule 2.11.

17 3. Election Restrictions. A current or prospective justice of the peace pro tempore who
18 is a candidate² for a contested judicial office may not serve in the applicable capacity
19 until one of the following has occurred:

- 20 a. The candidate withdraws from the race;
- 21 b. The candidate is defeated in the primary election for the contested judicial
22 office; or
- 23 c. The general election for the contested judicial office has passed.

24 4. Recruitment Processes

25 a. An individual who wishes to serve as a justice of the peace pro tempore must
26 comply with the application requirements imposed by the Chief Judge or the
27 Chief Judge's designee. These requirements may include, but are not limited to,
28 the following:

- (1) Submission of a resume;
- (2) Submission of a letter of interest;
- (3) Submission of a writing sample;
- (4) Consent to a criminal background check;
- (5) Consent to a Bar status check with the State Bar of Nevada; and
- (6) An interview by a panel of justices of the peace.

b. The term of service for a justice of the peace pro tempore is a period of two
calendar years, commencing on January 1st of odd-numbered years and ending on
December 31st of even-numbered years. Individuals may apply to serve in any of
the listed capacities, and for consecutive terms, without restriction.

² Pursuant to Revised Nevada Code of Judicial Conduct, Rule 4.2(C)(3) as amended through ADKT 0588,
"candidates" are those who have "announced their intention to file for a judicial office."

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c. The recruitment timelines are as follows:

- (1) Applicants may only apply during the period commencing on June 15th and ending on August 15th of even-numbered years.
- (2) The persons selected for the panels will be determined at a closed judges' meeting in September of each even-numbered year. The procedure for selecting the panels, and the total number of individuals to be selected, will be determined by a majority vote of the justices of the peace who attend the closed judges' meeting, either in person or by proxy.
- (3) The individuals selected by the justices of the peace to serve as justices of the peace pro tempore will then be submitted to the Board of County Commissioners (BCC) for approval.
- (4) The justices of the peace pro tempore who are chosen for the next ensuing panel must attend a mandatory orientation in November or December of the even-numbered year before the next ensuing term of service begins. This requirement may only be waived by the Chief Judge upon written request and for good cause shown. The length and format of the orientation will be determined by the Chief Judge. The orientation will include an ethics component of at least one hour in duration. Attendees at the orientation will be eligible to obtain continuing-legal-education (CLE) credit for their attendance.

5. Restrictions on Duties.

All justices of the peace pro tempore are subject to the following restrictions:

- a. No justice of the peace pro tempore may sign a search warrant; and
- b. No justice of the peace pro tempore may perform a marriage ceremony.

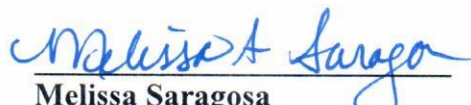
6. Disqualification.

A motion to disqualify a justice of the peace pro tempore shall be heard by the Chief Judge or a designee of the Chief Judge.

IT IS FURTHER ORDERED that Administrative Order 16-04 is rescinded in its entirety, and previous Administrative Order 11-10 remains rescinded.

IT IS FURTHER ORDERED that this order will remain in effect until modified or rescinded by a subsequent order.

Dated this 17th day of February 2022.



 Melissa Saragosa
 Chief Justice of the Peace