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2 JUSTICE COURT, LAS VEGAS TOWNSHIP
CLARK COUNTY, NEVADA

FILED
2022 JUN 15 P 1:48

3 IN THE ADMINISTRATIVE MATTER OF
4 MANDATORY ELECTRONIC FILING IN
5 CRIMINAL TRAFFIC CASES

ADMINISTRATIVE ORDER # 22-06
JUSTICE COURT
LAS VEGAS NEVADA

BY *mal*
CLERK

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7 The Nevada Electronic Filing and Conversion Rules (NEFCR) establish statewide
8 policies and procedures governing any electronic filing system in all the courts in Nevada. (Rule
9 3(a)). Rule 3(a) further authorizes a court to adopt local rules detailing the specific procedures
10 for an electronic filing system used in that court.

11 A court may impose mandatory use of an electronic filing system in all cases or a
12 particular type of case. NEFCR Rule 4. The Las Vegas Justice Court’s electronic filing system
13 complies with NEFCR Rule 4, as follows: (1) the court provides free access to and use of the
14 electronic filing system or a mechanism for waiving fees in appropriate circumstances; (2) the
15 court allows for the exception needed to ensure access to justice for indigent, disabled, or self-
16 represented litigants; (3) the court provides adequate advanced notice of the mandatory
17 participation requirement; and (4) the court provides training for filers in the use of the process.

18 The Las Vegas Justice Court’s electronic filing system was originally launched for civil
19 cases on August 1, 2011. In 2021, the Court mandated the electronic filing of certain documents
20 in criminal cases. Electronic filing became available for voluntary use in criminal traffic cases
21 on December 13, 2021.

22 Furthermore, the Las Vegas Justice Court launched its Online Dispute Resolution
23 platform for criminal traffic cases (Matterhorn) on November 4, 2021. This online platform
24 provides all defendants or their counsel the ability to enter a plea and to upload documentation
25 showing proof of driver’s license, insurance, and vehicle registration. The Matterhorn Attorney
26 Portal was launched earlier this month enabling counsel to access Matterhorn more efficiently.

27 The Supreme Court has held the Chief Judge of a court has “inherent power to take
28 actions reasonably necessary to administer justice efficiently, fairly, and economically.”

1 *Halvorson v. Hardcastle*, 123 Nev. 245, 260, 163 P.3d 428, 439 (2007). Additionally, Rule 6.5
2 of the Justice Court Rules of Las Vegas allows the Chief Judge to make “such orders as deemed
3 advisable” relating to local court rules and procedure;

4 The practice of bulk filing motions, pleadings, and documents into criminal traffic cases
5 has a significant impact on the court’s ability to provide necessary customer service and access
6 to justice for all litigants appearing at the Las Vegas Justice Court clerk’s office. Such
7 voluminous filings impacting multiple cases necessitates pulling multiple customer service clerks
8 away from the customers in order to process bulk filings that could be filed electronically with
9 significantly less impact on our customers.

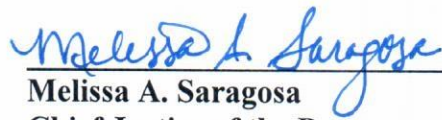
10 IT IS HEREBY ORDERED, all criminal traffic motions, confirmation of counsel
11 submissions, and pleadings of any kind must be filed into the Court’s case management system
12 utilizing the Court’s electronic filing system. Any motion or pleading submitted to the Clerk’s
13 office will be returned to comply with this electronic filing mandate.

14 IT IS HEREBY FURTHER ORDERED, all documentation establishing proof of vehicle
15 registration, driver’s license, or insurance must be uploaded using the Court’s Online Dispute
16 Resolution platform (Matterhorn).

17 IT IS HEREBY FURTHER ORDERED, in order to provide adequate advanced notice of
18 the mandatory electronic filing requirement, this administrative order will become **effective on**
19 **July 1, 2022.**

20 Dated this 15th day of June, 2022.

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Melissa A. Saragosa
Chief Justice of the Peace