

FILED

JAN 24 2025

Alanna A. Hoffman
CLERK OF COURT

**EIGHTH JUDICIAL DISTRICT COURT
CLARK COUNTY, NEVADA**

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5 **IN THE ADMINISTRATIVE MATTER**
6 **OF PROBATE COMMISSIONER**
7 **ASSIGNMENTS**

Administrative Order: **25-01**

8 **WHEREAS**, The Chief Judge is responsible for supervising the administrative
9 business of the Eighth Judicial District Court (“EJDC”), ensuring the quality and
10 continuity of its services, supervising its calendar, reassigning cases as convenience or
11 necessity requires, assuring the court’s duties are timely and orderly performed and
12 otherwise facilitating the business of the District Court. NRS 3.025; *see also* EDCR
13 1.30(b); and,

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15 **WHEREAS**, in April 2024, the EJDC engaged the National Center for State
16 Courts (“NCSC”) to conduct a comprehensive study of the probate court in Clark
17 County, including an evaluation of case management practices, scheduling, and
18 resource allocation; and,

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20 **WHEREAS**, on December 12, 2024, NCSC submitted its final report,
21 recommending the addition of a second probate commissioner to increase the number of
22 cases heard weekly, reduce the time between petition filings and hearings, and provide
23 backup support for the current probate commissioner; and,

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25 **WHEREAS**, with the support of Clark County, the EJDC has approved the
26 hiring of a second probate commissioner to assist with implementing the final report’s
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1 recommendations, thereby improving case processing times and enhancing operational
2 efficiency.

3 **IT IS THEREFORE ORDERED**, pursuant to EDCR 1.30(b), all probate cases
4 in the EJDC shall be evenly split between the two probate commissioners, effective
5 January 27, 2025.
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7 **IT IS FURTHER ORDERED** that probate calendars shall be heard twice
8 weekly, with Commissioner Geist presiding on Wednesdays and Commissioner Fontano
9 presiding on Fridays, effective February 24, 2025. Dates and times are subject to
10 change as necessity requires.
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12 **IT IS FURTHER ORDERED** that, in accordance with EDCR 4.12,
13 Commissioner Fontano's department shall be designated PC-1 and Commissioner
14 Geist's department shall be designated PC-2. All pleadings and other papers shall
15 include in the caption the correct department number followed by the Probate
16 Commissioner's department number in parentheses.
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18 **IT IS FURTHER ORDERED** that the inbox for matters in department PC-1
19 shall be probateinbox@clarkcountycourts.us and the inbox for matters in department
20 PC-2 shall be probate2inbox@clarkcountycourts.us. DEPARTMENT INBOXES ARE
21 TO BE USED TO SUBMIT DOCUMENTS FOR THE COURT'S SIGNATURE
22 ONLY. NO OTHER EMAILS MAY BE SENT TO DEPARTMENT INBOXES.¹
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24 **IT IS FURTHER ORDERED** that counsel or a self-represented party obtaining
25 any report and recommendation, order, judgment, or decree must furnish the form of the
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Orders must comply with all requirements of Administrative Order 22-07

1 same to the email inbox of the assigned probate commissioner within 14 days after
2 being notified of the court's decision, unless additional time is allowed by the court.
3 Except for matters submitted ex parte or pursuant to stipulated petition, no proposed
4 report and recommendation or order shall be delivered to the probate commissioner
5 prior to the hearing of any petition or motion set for hearing in Probate.
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7 Entered this ___ day of January, 2025.

Dated this 24th day of January, 2025

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10 By: 

11 JERRY WIESE
12 Chief Judge
13 Eighth District Court
14 District Court Judge
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