

Supreme Court of Nevada
ADMINISTRATIVE OFFICE OF THE COURTS

KATHERINE STOCKS
Director and State Court
Administrator



JOHN MCCORMICK
Assistant Court Administrator

Judicial Council of the State of Nevada

Date and Time of Meeting: August 16, 2024, at 2:00 p.m.

Place of Meeting: Remote Access via Zoom (zoom.com or zoom app, see “Notices” for access information)

AGENDA

- I. Call to Order
 - A. Call of Roll
 - B. Determination of Quorum
 - C. Opening Remarks

- II. Review and Approval of Previous Meeting Summary*
 - A. May 24, 2024 (**Tab 1, pages 3-5**)

- III. Business and Action Items
 - A. Court Staff Continuous Learning Plan* (**Tab 2, pages 6-27**)
 - B. JCSN Bylaw Revision* (**Tab 3, pages 28-55**)

- IV. Reports of Standing Committees (Reporting period: May 7th – July 29th)
 - A. Court Administration Committee (**Tab 4, pages 56-57**)
 - B. Court Improvement Program (**Tab 5, pages 58-60**)
 - C. Legislative Committee (**Tab 6, pages 61-64**)
 - D. Specialty Court Funding Committee (**Tab 7, pages 65-66**)
 - E. Technology Committee – *No meeting held within the reporting period*
 - F. Family Subcommittee – *No meeting held within the reporting period*
 - i. Judges Workgroup – *Verbal Report*

- V. Summaries of Regional Judicial Council Meetings (Reporting period: May 7th – July 29th)
 - A. Clark Regional Judicial Council (**Tab 8, pages 67-70**)
 - B. North Central Judicial Council – *Meeting canceled; no meeting held within the reporting period*
 - C. Sierra Regional Judicial Council – *No meeting held within the reporting period*
 - D. South Central Regional Judicial Council (**Tab 9 – pages 71-74**)
 - E. Washoe Regional Judicial Council (**Tab 10, pages 75-78**)

- VI. Informational Materials
 - A. 2024 Judicial Council of the State of Nevada Calendar of Meetings (**Tab 11, pages 79-80**)

- VII. Future Meetings
 - November 1, 2024, at 2:00 p.m.

- VIII. Adjournment

Notices

- Action items are noted by * and typically include, approval, denial, and/or postponement of specific items. Certain items may be referred to a subcommittee for additional review and action.
- Agenda items may be taken out of order at the discretion of the Chair in order to accommodate persons appearing before the Commission and/or to aid in the time efficiency of the meeting.
- If members of the public participate in the meeting, they must identify themselves when requested. Public comment is welcomed by the Commission but may be limited at the discretion of the Chair.
- The Commission is pleased to provide reasonable accommodations for members of the public who are disabled and wish to attend the meeting. If assistance is required, please notify Commission staff by phone or by email no later than two working days prior to the meeting, as follows:
Almeda Harper, (775) 687-9810 – email: aharper@nvcourts.nv.gov
- This meeting is exempt from the Nevada Open Meeting Law (NRS 241.030)
- At the discretion of the Chair, topics related to the administration of justice, judicial personnel, and judicial matters that are of a confidential nature may be closed to the public.
- **Notice of this meeting was posted in the following locations:** Nevada Supreme Court website: www.nvcourts.gov; Carson City: Supreme Court Building, Administrative Office of the Courts, 201 South Carson Street; Las Vegas: Nevada Supreme Court, 408 East Clark Avenue.

Zoom Meeting Link <https://us02web.zoom.us/j/81243442313?pwd=VFBJMTFmbDRobW00bWswTE85V05mZz09>
Meeting ID: 812 4344 2313
Participant Passcode: 774533
Teleconference Dial-in (669) 900-6833

TAB 1

Supreme Court of Nevada
ADMINISTRATIVE OFFICE OF THE COURTS

KATHERINE STOCKS
Director and State Court
Administrator



JOHN MCCORMICK
Assistant Court Administrator

Judicial Council of the State of Nevada

May 24, 2024
2:00 p.m.

Summary prepared by: Almeda Harper

Members Present

Chief Justice Elissa Cadish (Chair)
Judge Stephen Bishop
Judge Bonnie Bulla
Judge Steven Dobrescu
Judge Kathleen Drakulich
Chief Judge Kevin Higgins
Chief Judge Lynne Jones
Alicia Lerud
Judge Mason Simons
Judge Randall Soderquist
Katherine Stocks
Judge Dawn Throne
Judge Natalie Tyrrell
Chief Judge Jerry Wiese

AOC Staff

Almeda Harper
Zaide Martinez
John McCormick

Guests

Alicia Davis
Jessica Gurley
Justice Doug Herndon
Justice Patricia Lee

Absent

Associate Chief Justice Stiglich (Vice-Chair)
Judge Kelly Giordani
Steven Grierson
Judge Shelly O'Neill
Judge John Schlegelmilch
Judge Gloria Sturman

Absent Excused

Judge Eileen Herrington
Judge Victor Miller

- I. Call to Order
 - Chief Justice Cadish called the meeting to order at 2:02 p.m.
 - Ms. Harper called roll; a quorum was present.
- II. Review and Approval of Previous Meeting Summary
 - The meeting summary from February 2, 2024, was unanimously approved.
- III. Business and Action Items
 - Family Subcommittee Implementation Plan
 - Ms. Davis and Justice Lee provided details regarding the Implementation Plan, for more information please see the provided meeting materials.
 - Judge Bulla requested an overview of what the group would be approving and what would be implemented.
 - Ms. Davis explained that the plan includes a judicial committee addressing informal domestic relations trials and complex divorce cases and a staff training plan. Also included in the plan are efforts to improve domestic violence capacity and data capacity state-wide.
 - Ms. Stocks commented that the workgroup is a subcommittee of the JCSN and is asking for the support of the JCSN to allow the workgroup to proceed.
 - Judge Bulla offered a motion to approve; the Implementation Plan was unanimously approved.

IV. Reports of Standing Committees

- Court Administration Committee
 - Ms. Stocks reported that the committee convened the Court Staff Continuous Learning Workgroup which administered a survey to all court staff across the state requesting training needs. The workgroup will provide a report and training plan to the Committee during the upcoming meeting on June 10th. Additional funding will be requested to administer two regional training courses per year. The plan includes working with NACCA and other training entities throughout the state. The Committee will submit the workgroup's learning plan for approval during the next JCSN meeting.
 - Justice Cadish suggested incorporating training on legal advice vs. legal information, to which Ms. Stocks assured her the topic had been incorporated into the program.
- Court Improvement Program
 - Ms. Martinez was happy to inform attendees that the Children's Bureau met with CIP judicial and legal stakeholders on May 23rd to discuss agency and courtroom collaboration. The discussions were well-received and productive. The Child and Family Services Review will be conducted in 2025 and will include the entire state.
- Legislative Committee
 - Mr. McCormick informed attendees that the next meeting will be held on June 3rd at 3:00 p.m. The Committee continues to solidify the 10 bill drafts the Supreme Court will submit for the next Legislative Session. They are due on or before September 1, 2024.
- Specialty Court Funding Committee
 - Mr. McCormick referred attendees to the report provided in the materials.

V. Report of Regional Council Meetings

- Clark Regional Judicial Council
 - Chief Judge Wiese commented that the majority of the meeting was spent discussing how to increase attendance at regional meetings. He referred attendees to the report provided in the materials for further information.
- North Central Regional Judicial Council
 - Judge Simons shared the meeting in February was well attended. During the meeting, members were given a tour of the new juvenile transitional living facility at the Humbolt Detention Center.
- Washoe Regional Judicial Council
 - Chief Judge Jones referred attendees to the report provided in the materials.
 - Chief Judge Higgins reported that Sparks Justice Court had 100% attendance at the last regional meeting.

VI. Future Meetings

- August 16, 2024, at 2:00 p.m.
- November 1, 2024, at 2:00 p.m.

VII. Adjournment

- There being no further discussion or public comment, the meeting was adjourned at 2:50 p.m.

TAB 2

Supreme Court of Nevada
ADMINISTRATIVE OFFICE OF THE COURTS

MEMORANDUM

TO: Judicial Council of the State of Nevada

FROM: Jamie Gradick, on behalf of the Court Staff Continuous Learning Work Group

DATE: August 16, 2024

SUBJECT: Proposed Continuous Learning Plan for Nevada’s Court Staff

In March 2024, the Judicial Council of the State of Nevada’s Court Administration Committee created the Court Staff Continuous Learning Work Group tasked with creating a continuous education plan/program for Nevada’s court staff. The work group, comprised of court leadership and relying upon input from court personnel across Nevada, developed the attached Court Staff Continuous Learning Plan. The plan was presented to, and approved by, the JCSN’s Court Administration Committee on June 10, 2024. The work group now presents the plan for JCSN consideration and approval.

Recommendation:
Approve the proposed Court Staff Continuous Learning Plan

Attachment

Proposed Court Staff Continuous Learning Program Plan

Program Overview and Introduction

In the dynamic landscape of Nevada’s justice system, the roles and responsibilities of state court staff are diverse and multifaceted. To meet the evolving needs of the judiciary and uphold the principles of justice, it is imperative for state court staff to engage in continuous learning and professional development. Recognizing this necessity, we present a comprehensive Continuous Learning Program tailored to equip all state court staff with the knowledge, skills, and resources essential for excellence in their roles. Although participation is not mandatory, court employees are highly encouraged to take advantage of the learning opportunities provided by this program.

Program Objectives:

1. **Enhancing Professional Competencies:** The program aims to enhance the professional competencies of state court staff across various domains, including legal knowledge, procedural expertise, communication skills, and technological proficiency.
2. **Promoting Adaptability:** In a rapidly changing legal landscape, adaptability is key. The program seeks to cultivate a culture of adaptability among state court staff, enabling them to effectively navigate new challenges, technologies, and legal frameworks.
3. **Empowering Personal Growth:** Beyond professional competencies, the program prioritizes the holistic development of state court staff, supporting their personal growth, resilience, and well-being.
4. **The 3 C’s:** The program aims to present relevant and valuable training opportunities in the categories of Core Competencies, Court Skills, Court Values and Culture. Establishing continuing education requirements for court staff is essential for improving access to justice for all individuals. By equipping staff with the knowledge, skills, and resources they need to serve effectively, courts can remove barriers, empower court employees, and promote fairness and efficiency in the judiciary.

Program Components:

1. **Core Curriculum:** A comprehensive core curriculum covers foundational legal principles, procedural guidelines, ethics, and customer service standards relevant to state court operations as prioritized by Nevada’s court leadership.
2. **Specialized Modules:** Tailored education caters to the diverse roles within state courts, including clerks, judges' assistants, and administrative staff. These specialized trainings delve into knowledge areas pertinent to each role.
3. **Technology Integration:** Given the increasing reliance on technology in court operations, the program includes modules on technology integration, covering case management systems, e-filing procedures, digital evidence management and cybersecurity protocols.
4. **Professional Skills Development:** Modules focusing on communication skills, conflict resolution, cultural competency and stress management equip state court staff with essential interpersonal and professional skills.

5. ***Mentorship and Coaching:*** Course delivery and design take into consideration the need for collaboration between experienced staff members with newcomers. This facilitates knowledge transfer, skill development, succession planning and professional guidance.
6. ***Continuing Education (CE) Opportunities:*** Collaboration with legal associations and organizations facilitate access to continuing education opportunities, allowing state court staff to stay abreast of legal developments. This plan looks to harness the resources offered by the National Association for Court Management (NACM), the Nevada Association for Court Career Advancement (NACCA), the Nevada Association for Court Executives (NACE) and other associations, as appropriate.
7. ***Online and In-Person Learning Platforms:*** Learning platform options provide access to training materials, resources, and interactive modules, accommodating diverse learning preferences and schedules.
8. The Continuous Learning Program for Nevada’s Court Staff embodies our commitment to excellence, integrity, and justice. By investing in the continuous growth and development of our court staff, we reaffirm our dedication to serving the public interest and upholding the principles of a fair and accessible judicial system.

Court Staff Continuous Learning Plan

This plan will emphasize the importance of lifelong learning and ongoing skill development. It is designed to promote a culture of continuous improvement within the Nevada State Courts. The plan covers a wide range of topics and areas relevant to staff role and responsibilities, as well as the Court’s goals and objectives. It encompasses both technical skills and soft skills, such as communication, leadership, and problem-solving and is adaptable and flexible, allowing individuals to pursue learning opportunities based on their interests, career goals and evolving needs. It accommodates diverse learning preferences and schedules.

While individual development is a key component, this continuous learning plan also considers broader organizational contexts and priorities. It aligns learning initiatives with administrative goals and addresses skill gaps, or areas for improvement, that impact court performance and the service provided to court patrons.

CORE COMPETENCIES

Competence combines knowledge, skills, and abilities to effectively perform job-related tasks. Knowledge signifies understanding of a subject matter while skills represent specific proficiencies acquired through training and experience. An individual’s abilities reveal aptitudes for job roles and responsibilities. For Core Competencies Workbook Tables, please see *Attachment A*. The following knowledge, skills, abilities, and attitudes have been identified as essential for all court personnel:

- The structure of the Nevada court system
- How an employee’s particular job contributes to the success of the system
- [Supreme Court Rules](#) and administrative procedures including local court rules
- How an employee’s particular job is governed by the rules and procedures
- Ethical considerations in the workplace
- Diversity considerations in the workplace

- Confidentiality considerations in the workplace
- Why procedural fairness is important for the success of the system and how all employees contribute
- Verbal and written communication
- Active listening techniques
- Customer service (public, stakeholders, and the judiciary)
- Team building incentives
- Time management strategies
- Effective use of technology
- Problem-solving in the workplace
- Project implementation in the workplace
- Identifying implicit bias
- Developing strategies to respond to implicit bias
- Identifying leaders and developing leadership skills
- Career employees (incentives for employment, promotion opportunities)

The following additional competencies for law-trained staff and law clerks include:

- Effectively conduct legal research, including reading history with an understanding of the legislative process, utilizing relevant technology, and employing secondary causes
- Analyze cases and effectively identify major legal issues, recognize and distinguish holding from *dicta* and determine whether precedent is controlling or constructive
- Interpret statutes using appropriate canons of interpretation and construction
- Thoroughly review pleadings and the record to reach impartial conclusions
- Draft clear, grammatically correct, well-supported opinions, employing impartial language, avoiding plagiarism via style-compliant citation and appropriately communicating the court's resolution of the issues
- Effectively use technology in the performance of competencies outlined above
- Effectively apply management skills and human resources policies

The following additional competencies for court staff include:

- The [Model Code of Conduct for Court Professionals In The State of Nevada](#) provides guidance and was approved by the [Judicial Council of the State of Nevada](#) for use by Courts in Nevada.
- Be familiar with the organization of the Nevada judicial system and how trial and appellate cases proceed through the system
- Recognize the specific roles of staff within the judicial system and the need for procedural fairness to accomplish ethical goals, diversity goals and confidentiality goals in the workplace
- Know the rules of conduct and policies at the individual court/county/city/jurisdictional level
- Engage in skilled communication with colleagues and all members of the judicial system
- Communicate clearly in all verbal conversations and written documents after closely listening to the questions posed or information requested
- Develop customer service plans, team building incentives, time management strategies

- and efficient use of technology
- Develop strategies to identify and mitigate implicit bias.
 - Improve strategic planning strengths including collection of data, research techniques, delegation of duties, writing and presenting plans and grants with monitoring and measuring successes

Additional competencies for the managers/supervisors include:

- Develop problem-solving strategy protocols
- Develop project implementation protocols
- Identify and cultivate leadership and management potential of future leaders
- Encourage comradery and development of job skills talent in all employees with incentives and promotional opportunities
- Create specialized training programs for those employees who are required to train and interact with judges and other court staff

METHODS OF DELIVERY

A variety of in-person and online formats will be offered to reach the target audiences.

- A. Live Instruction: In-person training will be provided when facilities and funding allow for training activities.
- B. Online Instruction: Synchronous, asynchronous, or on-demand trainings will allow for wider instruction distribution and will be utilized when distance or funding is judged as a preferred alternative to in-person instruction. This includes webinars and podcasts provided online, distance learning via the Distance Education Learning Portal (DELP) and the ADP education portal for Human Resources designated instruction.

EVALUATION

Evaluation provides an objective assessment of the effectiveness of training programs, ensuring that they meet their intended goals of enhancing judicial branch skills, knowledge, and ethics. Additionally, evaluation helps in allocating resources efficiently by focusing on areas that need improvement, thereby maximizing the impact of judicial branch education efforts and contributing to the overall integrity and fairness of the legal system. Evaluations will be utilized to inform decision-making on all judicial education programming and may include, but are not limited to the following:

- A. Needs assessments
- B. Review of current court data, including appellate court decisions and forms; and
- C. Surveys of stakeholders (attendees, education committees, interviews).

Proposed Nevada Court Staff Curriculum (FY25):

The curriculum plays a central role in both the continuous learning plan and professional development by providing the framework for structured learning and skill development.

The following curriculum serves as the foundation for ongoing learning initiatives aimed at enhancing knowledge, skills, and competencies. It will outline the core topics, themes, and learning objectives individuals should focus on to support their professional growth and contribute to organizational success.

Being flexible and adaptive, allowing individuals to tailor their learning experiences based on their interests, learning preferences and career goals, the curriculum provides a roadmap for individuals to explore diverse learning opportunities and acquire new competencies relevant to their roles and responsibilities. Please see *Attachment B* for an example of a potential course design (Module 5).

The curriculum can offer a variety of learning modalities, including online courses, workshops, seminars, webinars, self-study materials and on-the-job training. It accommodates different learning styles and preferences to ensure maximum engagement and effectiveness. It is dynamic and responsive to evolving learning needs, organizational priorities and industry trends. It will regularly be reviewed and updated to incorporate new knowledge, emerging best practices, and changes in the external environment, ensuring that individuals have access to relevant and up-to-date learning opportunities. Please see *Attachment C* for the proposed module and course presentation formats, locations (as applicable) and offering frequencies.

Proposed Curriculum Outline/Topics:

Module 1: Introduction to Court Operations

- Overview of the purposes and responsibilities of the Nevada court system
- Roles and responsibilities of court staff
- Introduction to case management systems
- Understanding court procedures and protocols

Module 2: Legal Fundamentals

- Basics of legal terminology and concepts
- Overview of Nevada laws and statutes
- Legal research skills and resources
- Ethical considerations for court staff

Module 3: Customer Service Excellence

- Principles of effective communication and active listening
- Techniques for managing difficult interactions and de-escalating conflicts
- Providing support and assistance to court users with diverse needs
- Cultivating a culture of empathy, respect, and professionalism
- Legal advice vs. legal procedures

Module 4: Caseflow Management and Records Management

- Fundamentals of case management processes
- Utilizing case management software and databases

- Record-keeping best practices and compliance with confidentiality regulations
- Managing court documents, filings, and case files

Module 5: Courtroom Procedures, Protocols and Performance Metrics

- Understanding courtroom layout and etiquette
- Roles and responsibilities of courtroom personnel
- Procedures for scheduling hearings, trials, and conferences
- Handling evidence, exhibits and courtroom technology

Module 6: Diversity, Equity, Inclusion, and Belonging

- Recognizing and valuing diversity in the court environment
- Promoting equity and fairness in court proceedings
- Addressing implicit bias and stereotypes
- Creating inclusive policies and practices

Module 7: Professional Development and Career Advancement

- Setting personal and professional goals
- Time management and productivity techniques
- Resume writing and interview skills
- Strategies for networking and professional growth
- Business writing

Module 8: Leadership and Management Skills

- Principles of effective leadership and management
- Communication strategies for leading teams
- Conflict resolution and negotiation skills
- Performance management and feedback techniques
- Employee engagement
- Recruitment and retention
- Cultivating employee health and wellness

Module 9: Continuing Education and Professional Development Planning

- Developing a personalized learning plan based on individual career goals and interests
- Identifying training opportunities, conferences, and workshops relevant to court staff roles
- Tracking progress and documenting continuing education credits
- Mental Health Awareness - Recognizing stress and burnout and how to respond

Module 10: Court Technology and Innovation

- Introduction to court technology systems and applications
- Leveraging technology to streamline court operations and enhance service delivery
- Best practices for data security, privacy, and cybersecurity awareness
- Emerging trends and innovations in court technology

Module 11: Leadership Development and Succession Planning

- Identifying and nurturing future leaders within the court organization
- Mentoring and coaching programs for leadership development
- Succession planning strategies to ensure continuity of leadership
- Creating a culture of leadership excellence and continuous improvement

Module 12: Ethics and Professional Conduct

- Ethical obligations and standards for court staff
- Case studies and scenarios illustrating ethical dilemmas in court operations
- Reporting and addressing ethical violations or conflicts of interest
- Upholding integrity and accountability in all aspects of court work

Module 13: Partners in Justice: The Olive Branch

- Updates on recent Nevada Supreme Court Rule changes and opinions/caselaw
- Overview of and training for new court staff regarding ongoing Nevada Supreme Court programs (ex: Nevada Pre-Trial Risk Assessment [NPRA] training)
- Updates on recent Legislative changes and initiatives that impact Nevada's courts
- Updates on current initiatives and efforts being made by justice partners (DPS, AG, DMV, etc.,)

Module 14: Advanced Legal Topics and Specialized Training Tracks

- In-depth exploration of specific legal areas relevant to court staff roles (e.g., family law, criminal law, civil litigation)
- Specialized training tracks tailored to job functions and responsibilities (e.g., court clerks, counter staff, bailiffs, judicial assistants)
- Specialty courts

Module 15: Continuous Improvement and Innovation

- Cultivating a culture of continuous learning and innovation within the court organization
- Encouraging staff to share ideas, propose process improvements and implement innovative solutions
- Recognizing and celebrating achievements in learning, creativity and excellence

Tentative Timeline/Steps for Full-Program Development:

	Steps	Tasks
1	Assess Training Needs	<ul style="list-style-type: none"> - Disseminate survey to identify the training needs of court staff across different roles and levels - Compare survey results with the feedback from staff members, supervisors, and stakeholders to understand their training priorities and areas for improvement - Analyze job descriptions, performance evaluations, and organizational goals to determine core competencies and skill gaps
2	Develop Core Training Curriculum	<ul style="list-style-type: none"> - Develop a core training curriculum covering essential topics relevant to court operations, legal procedures and customer service - Include modules based on survey results (list in preference order) - Utilize a combination of online courses, webinars, workshops, and in-person training sessions to accommodate diverse learning preferences and schedules
3	Develop Specialized Training Tracks	<ul style="list-style-type: none"> - Offer specialized training tracks tailored to specific job roles and responsibilities within the court system - For example, provide track options for court clerks, bailiffs, judicial assistants, and administrative staff, focusing on job-specific competencies and skills development - Collaborate with subject matter experts, professional associations, and external training providers to deliver targeted training content
4	Design Leadership Development Track/Program	<ul style="list-style-type: none"> - Implement leadership development programs to cultivate the next generation of court leaders and managers - Offer courses on leadership skills, strategic planning, change management, performance management and team building - Provide mentoring opportunities, job rotations and stretch assignments to empower aspiring leaders to expand their capabilities and assume greater responsibilities
5	Design Possible Education and Certification Track/Program	<ul style="list-style-type: none"> - Support court staff pursuing legal education and professional certifications relevant to their roles - Encourage staff to obtain certifications such as Certified Court Manager (CCM), Certified Court Executive (CCE), or Certified Court Administrator (CCA) through professional associations such as the National Center for State Courts (NCSC) or the American Bar Association (ABA)
6	Continuing Education Requirements	<ul style="list-style-type: none"> - Propose supporting recommendations and justifications for the establishment of continuing education requirements for court staff (similar to judges/Bar)

		<ul style="list-style-type: none"> - Set annual training goals and track progress through individual learning plans, performance evaluations and professional development record - Encourage staff to participate in conferences, seminars, and industry events to stay abreast of emerging trends, best practices, and innovations in court administration.
7	Establish Feedback Mechanisms and Evaluation Processes	<ul style="list-style-type: none"> - Establish feedback mechanisms to gather input from staff members on the effectiveness of training programs and identify areas for improvement - Conduct regular evaluations and assessments to measure the impact of training initiatives on job performance, employee satisfaction and organizational outcomes - Use feedback data to refine training curricula, update course materials and align professional development efforts with evolving needs and priorities.
8	Design Recognition and Incentive Processes	<ul style="list-style-type: none"> - Recognize and reward staff members who demonstrate a commitment to continuous learning and professional growth. - Implement incentive programs such as performance awards for outstanding achievement in training and development

IMPLEMENTING THE PLAN

Module and Course Design and Faculty Designation

NV Court staff and AOC staff have been identified as content creators and/or faculty for many modules within the Court Staff Continuous Learning Program. These subject matter experts will receive training and support on instructional design and deployment.

Training the Trainers

Training the trainer is indispensable for fostering a culture of knowledge dissemination and skill enhancement within organizations. Equipping trainers with effective teaching methodologies, communication techniques and deep subject matter expertise ensures that they can efficiently transfer knowledge to learners. Moreover, it cultivates a sustainable learning environment where trainers continuously refine their skills. By investing in training for trainers, we not only enhance the quality of education but also empower their workforce to adapt to evolving challenges, driving growth and innovation. The Court Staff Continuous Learning Program will utilize “Train the Trainer” courses and materials to ensure that faculty is well-equipped to consistently present court staff with quality training.

Legal Education and Certification Pathway

The workgroup envisions the Court Staff Continuous Education Program as a comprehensive approach designed to empower court personnel with the knowledge, skills, and abilities necessary for excellence in court administration and public service. Ideally, this program would provide a structured pathway for court staff to explore legal and professional education options, prepare for certification exams, as applicable and access valuable resources designed to bolster a successful professional development journey.

Attachment A

Core Competencies Workbook¹

Know the relevant legal terminology, local rules, statutes, and Supreme Court Rules.			
Curriculum	Management Supervisors	Law trained staff/Law Clerks	Court Staff Administrative Support
Legal terminology	X	X	X
Original proceedings	X	X	X
Supreme Court Rules	X	X	
Supreme and Appellate Court Decisions	X	X	
Recordkeeping	X	X	X
Fines and fees	X	X	X
Legal writing & research		X	
Jury management	X		X
Specialized topics of law (Election Law, Evictions, Water Law, etc.)		X	

Exhibit professional conduct in fulfilling the duties, roles, and responsibilities of your job in the administration of justice.			
Curriculum	Management Supervisors	Law trained staff/Law Clerks	Court Staff Administrative Support
Courtroom procedure and decorum	X	X	X
Office administration and procedure	X		X
Communication	X	X	X
Cyber security/social engineering	X	X	X
Microsoft skills	X	X	X
Case management skills	X	X	X

¹ As curriculum/courses are developed, webpage links to additional information and registration for each course will be added to this table.

Ethical duties & conflicts	X	X	X
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Understand internal policies of the trial courts, including the skillful implementation of policies in the areas of human resources.			
Curriculum	Management Supervisors	Law trained staff/Law Clerks	Court Staff Administrative Support
Development of comprehensive internal policies	X		
Best practices for labor negotiations as applicable	X		
Navigation of grievances	X		
FMLA	X		
Effective interviewing/hiring	X		
Efficient termination	X		
Social media	X	X	X
Harassment	X	X	X
Americans with Disabilities Act	X	X	X
Budgeting	X		
Staff/facility management	X		
Leadership development	X	X	X

Develop professional and effective relationships with judicial personnel, local officials, and community leaders.			
Curriculum	Management Supervisors	Law trained staff/Law Clerks	Court Staff Administrative Support
Listening	X	X	X
Problem solving	X	X	X
Critical analysis	X	X	
Written and oral communication	X	X	X
Resolving/de-escalating conflicts	X	X	X

Interaction with local officials and community leaders	X		X
Customer service	X		X

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Attachment B

Module 5: Mastering Courtroom Procedures, Protocols, and Performance Metrics (Sample Course Outline)

Understanding Courtroom Dynamics

- Presentation by the instructor providing insights into the dynamics of courtroom proceedings from the perspective of court staff
- Discussion on the roles and responsibilities of court staff during different stages of courtroom proceedings
- Overview of the importance of effective communication and teamwork among court staff to ensure smooth operations

Maintaining Courtroom Decorum

- Lecture on the principles of courtroom decorum and professionalism for court staff
- Explanation of the specific expectations and protocols for court clerks, bailiffs, and other support staff
- Role-playing scenarios to practice responding to challenging situations while maintaining professionalism and composure

Handling Evidence and Exhibits

- Workshop on the proper handling and management of evidence and exhibits by court staff
- Training on the use of case management systems for tracking and cataloging evidence throughout the legal process
- Practical exercises to develop proficiency in maintaining the integrity and security of evidence in accordance with legal standards

Assisting in Courtroom Proceedings

- Demonstration of the various tasks and duties that court staff may be involved in during courtroom proceedings, such as swearing in witnesses, managing exhibits and recording court minutes
- Hands-on practice sessions to familiarize court staff with the specific procedures and protocols relevant to their roles
- Guidance on providing support to judges, attorneys and other participants to ensure efficient and effective courtroom operations

Class Activities:

- Group discussions on real-life scenarios and challenges encountered by court staff in the courtroom
- Role-playing exercises to simulate typical tasks and interactions faced by court staff during courtroom proceedings
- Interactive Q&A or case studies to reinforce understanding of courtroom procedures and protocols
- Collaborative problem-solving activities to address common issues and improve teamwork among court staff

Class Wrap-Up:

- Summary of key takeaways and best practices discussed during the class
- Reflection on how the learning objectives align with the roles and responsibilities of court staff
- Assignment of follow-up tasks or self-assessment exercises to reinforce learning and identify areas for further improvement

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Attachment C

Module Design Frequency and Format Tracker²

Modules/Topics	In-Person	Remote	Location	Frequency ³	Number of Attendees ⁴
Module 1: Introduction to Court Operations					
Overview of the purposes and responsibilities of the Nevada court system	X		North and South	Annually	85-90 2023 80-85 2022
Roles and responsibilities of court staff	X		North and South	Annually	85-90 2023 80-85 2022
Introduction to case management systems		X			
Understanding court procedures and protocols	X		North and South	Annually	85-90 2023 80-85 2022
Purposes and responsibilities of courts	X		North and South	Annually	85-90 2023 80-85 2022
Module 2: Legal Fundamentals					
Basics of legal terminology and concepts	X		North and South	Annually	85-90 2023 80-85 2022
Overview of Nevada laws and statutes	X		North and South	Annually	85-90 2023 80-85 2022
Legal research skills and resources		X			
Ethical considerations for court staff	X		North and South	Annually	85-90 2023 80-85 2022
Module 3: Customer Service Excellence					
Principles of effective communication and active listening	X		North and South	Annually	85-90 2023 80-85 2022
Techniques for managing difficult interactions and de-escalating conflicts	X		North and South	Annually or biennially	
Providing support and assistance to court users with diverse needs		X			

² The Court Staff Continuous Learning Workgroup is tracking potential faculty and module designers for specific modules; names are not being included in this draft.

³ “Frequency” proposed for in-person courses and those remote courses that will require regular updates.

⁴ “Number of Attendees” estimated based upon attendance at similarly sized educational events on similar topics.

Modules/Topics	In-Person	Remote	Location	Frequency ³	Number of Attendees ⁴
Cultivating a culture of empathy, respect, and professionalism		X			
Legal advice vs. Legal procedures		X			
Module 4: Caseflow Management and Records Management					
Fundamentals of case management processes	X		North and South	Annually	85-90 2023 80-85 2022
Utilizing case management software and databases		X			
Record-keeping best practices and compliance with confidentiality regulations		X			
Managing court documents, filings, and case files	X		North and South	Annually or biennially	85-90 2023 80-85 2022
Module 5: Courtroom Procedures, Protocols and Performance Metrics					
Understanding courtroom layout and etiquette		X			
Roles and responsibilities of courtroom personnel		X			
Procedures for scheduling hearings, trials and conferences		X			
Handling evidence, exhibits, and courtroom technology		X			
Module 6: Diversity, Equity, Inclusion, and Belonging					
Recognizing and valuing diversity in the court environment	X		North and South	Annually	85-90 2023 80-85 2022
Promoting equity and fairness in court proceedings	X		North and South	Annually	
Addressing implicit bias and stereotypes	X		North and South	Annually	
Creating inclusive policies and practices	X		North and South	Annually	
Module 7: Professional Development and Career Advancement					

Modules/Topics	In-Person	Remote	Location	Frequency ³	Number of Attendees ⁴
Setting personal and professional goals		X			
Time management and productivity techniques		X			
Resume writing and interview skills		X			
Strategies for networking and professional growth		X			
Business writing		X			
Module 8: Leadership and Management Skills					
Principles of effective leadership and management	X		North and South	Annually	85-90 2023 80-85 2022
Communication strategies for leading teams	X		North and South	Annually	
Conflict resolution and negotiation skills	X		North and South	Annually or biennially	
Performance management and feedback techniques		X			
Employee engagement	X		North and South	Annually or biennially	
Recruitment and retention		X			
Cultivating employee health and wellness		X			
Module 9: Continuing Education and Professional Development Planning					
Developing a personalized learning plan based on individual career goals and interests	X		North and South	Annually or biennially	85-90 2023 80-85 2022
Identifying training opportunities, conferences, and workshops relevant to court staff roles		X			
Tracking progress and documenting continuing education credits		X			
Reflecting on learning experiences and areas for growth		X			

Modules/Topics	In-Person	Remote	Location	Frequency ³	Number of Attendees ⁴
Mental health awareness – Recognizing stress and burnout and how to respond		X			
Module 10: Court Technology and Innovation					
Introduction to court technology systems and applications	X		North and South	Annually	85-90 2023 80-85 2022
Leveraging technology to streamline court operations and enhance service delivery		X			
Best practices for data security, privacy and cybersecurity awareness		X			
Emerging trends and innovations in court technology		X			
Module 11: Leadership Development and Succession Planning					
Identifying and nurturing future leaders within the court organization		X			
Mentoring and coaching programs for leadership development	X		North and South	Annually or biennially	
Succession planning strategies to ensure continuity of leadership		X			
Creating a culture of leadership, excellence and continuous improvement	X		North and South	Annually or biennially	
Module 12: Ethics and Professional Conduct					
Ethical obligations and standards for court staff	X		North and South	Annually	85-90 2023 80-85 2022
Case studies and scenarios illustrating ethical dilemmas in court operations	X		North and South	Annually or biennially	
Reporting and addressing ethical violations or conflicts of interest	X		North and South	Annually or biennially	

Modules/Topics	In-Person	Remote	Location	Frequency ³	Number of Attendees ⁴
Upholding integrity and accountability in all aspects of court work	X		North and South	Annually or biennially	
Module 13: Partners in Justice: The Olive Branch					
Updates on recent Nevada Supreme Court Rule changes and opinions/caselaw		X		Updated Biennially	
Overview of and training for new court staff regarding ongoing Nevada Supreme Court programs (ex: Nevada Pre-Trial Risk Assessment [NPRa] training)		X		Updated Biennially	
Updates on recent Legislature changes and initiatives that impact Nevada's courts		X		Updated Biennially (every odd year)	
Updates on current initiatives and efforts being made by justice partners (DPS, AG, DMV, etc.)		X		Updated Biennially	
Module 14: Advanced Legal Topics and Specialized Training Tracks					
In-depth exploration of specific legal areas relevant to court staff roles (e.g., family law, criminal law, civil litigation)		X			
Specialized training tracks tailored to job functions and responsibilities (e.g., court clerks, counter staff, bailiffs, judicial assistants)		X			
Specialty courts	X		AOC Specialty Courts Conference (possibly)	Annually or biennially	
Module 15: Continuous Improvement and Innovation					
Cultivating a culture of continuous learning and		X			

Modules/Topics	In-Person	Remote	Location	Frequency ³	Number of Attendees ⁴
innovation within the court organization					
Encouraging staff to share ideas, propose process improvements and implement innovative solutions		X			
Recognizing and celebrating achievements in learning, creativity and excellence		X			
Time Standards and Performance Metrics		X			

DRAFT

TAB 3

Supreme Court of Nevada
ADMINISTRATIVE OFFICE OF THE COURTS

MEMORANDUM

TO: Judicial Council of the State of Nevada

FROM: John McCormick, Assistant Court Administrator
Jamie Gradick, Court Resources and Support Manager/Rural Court Coordinator
Almeda Harper, Court Services Analyst

DATE: July 25, 2024

SUBJECT: JCSN Bylaw Revisions

Throughout the document, changes were made to ensure the Bylaws reflect how meetings are currently conducted. The term minutes was replaced with summaries to align with current practices. A private meeting” disclaimer was added to the standing committees that are not open to the public to outline when guests must obtain the Chair’s approval to attend.

Article II reintroduces the use of proxies, makes changes to the attendance policies, and increases flexibility

Article III updates and simplifies the reporting and review process in the event a member is not in compliance with the Bylaws.

Article V updates the frequency of regional council meetings to match SCR 8 requirements. It also outlines the new membership policy for the Clark and Washoe Regions. While all judges in the larger regions are encouraged to attend regional meetings, voting members will consist of at least one representative from each court within the region. Members should include elected JCSN representatives, chief judges, administrative judges or their designee, one general jurisdiction judge, and one family jurisdiction judge. This will reduce the number of voting members in the larger regions making it easier to obtain a quorum. Changes also provide how a vice-chair will be elected in both larger and smaller regions, due to the increased number of JCSN limited jurisdiction representatives for the larger regions.

Article VII – Education Committee was removed as the Nevada District Judges Association and Nevada Judges of Limited Jurisdiction Association dictate judicial education standards and do not report to the JCSN.

Recommendation:

Approve the proposed Bylaw amendments.

Attachment



JUDICIAL COUNCIL OF THE STATE OF NEVADA

BYLAWS

As amended on May 12, 2023

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JUDICIAL COUNCIL OF THE STATE OF NEVADA
BYLAWS

(As amended on May 12, 2023)

ARTICLE I
CREATION AND COMPOSITION

Section 1. Creation.

By Order of the Nevada Supreme Court, under Rule 9 (attached).

Section 2. Composition.

By Order of the Nevada Supreme Court, under Rule 9.

Section 3. Secretariat.

The Administrative Office of the Courts (AOC) shall provide administrative and expert staff support to the Council.

ARTICLE II
MEETINGS

Section 1. Mission Statement.

To unite and promote Nevada's Judiciary as an equal, independent, and effective branch of government.

Section 2. Purpose.

By Order of the Nevada Supreme Court, under Rule 9.

Section 3. Regular Meetings; Convening; Who May Call.

The Council shall meet at least once every four months or at the call of the chair. Regular meetings shall be established by the chair and rescheduled as necessary.

Section 4. Notice of Meetings; Agenda.

The AOC shall provide written notice to the general membership of all meetings as early as possible but in all cases assure members are notified at least three working days prior to the meeting. Notice shall include the time, location, and agenda of the meeting along with any supporting documentation thereto.

Section 5. Meetings; Quorum.

A majority of the voting members of the Council shall constitute a quorum to do business; and questions shall be decided by a majority of the members voting thereon, unless otherwise provided by law or rule.

Section 6. Attendance and Voting; Use of Proxies. ~~{In-Person-Required}~~.

~~{Any} {m}~~Members should make every effort to attend Council meetings. ~~{entitled to vote}~~
Voting members must do so while personally present¹ unless authorized to do so, pursuant to
other sections of these Bylaws ~~{via correspondence by other sections of these Bylaws. Based upon
good cause shown, a member may be considered excused from a meeting by the chair.}~~ The use
of proxies will be allowed for appointed members in accordance with the following;

(1) Notice of proxy usage must be submitted to the AOC in writing prior to the
meeting date.

(2) Each appointed member may utilize a proxy once per calendar year.

(3) Proxies may only be used on a one-to-one basis, per member.

(4) Currently serving judges and/or court administrators, as applicable, may serve as
proxies.

All currently sitting judges within a region are welcome and encouraged to attend their
respective regional council meetings; however, only appointed members will retain voting
rights.

Section 7. Open Meetings; Exceptions.

The Council will make reasonable efforts to conduct meetings, or committee meetings, in a
format open to the public and in general compliance with the spirit and overall intent of NRS Chapter
241 which is commonly referred to as the Open Meeting Law. However, the Council or any
committee may, at the discretion of the chair, close any meeting to the public to consider matters of a
confidential nature².

¹ Personally present includes attendance at a meeting whether it be in person or using video or telephonic conferencing.

² *Goldberg v. Eighth Judicial Dist. Court* 93 Nev. 614 (1977)

Section 8. Meetings; Rules of Order.

Council and Committee meetings shall be conducted in accordance with *these Bylaws and with Robert's Rules of Order*, latest edition.

Section 9. ~~[Meetings]~~ *Summaries* ~~[- Minutes to be Taken]~~.

(1) ~~[Minutes]~~ *Summaries* shall be ~~[taken at]~~ *completed after* all Council meetings and shall be prepared in accordance with *Robert's Rules of Order* unless a member requests specific portions be set out in detail. Such a request must be made to *the* AOC in writing and provide sufficient justification for the request.

(2) ~~[Minutes]~~ *Summaries* must contain the elements customarily included in the minutes of meetings conducted by public bodies. The ~~[minutes]~~ *summary* will be included in the agenda packet of the following meeting for Council member's ~~[for]~~ approval. Before final approval, draft ~~[minutes]~~ *summaries* may be disseminated or made available for review pursuant to direction from the chair.

Section 10. Meetings; Presiding Officer.

The chair, co-chair, or their designee shall preside at all meetings of the Council.

Section 11. Special Meetings; Who May Call.

The chair may call special meetings of the Council or its committees as needed.

ARTICLE III

COUNCIL ADMINISTRATION

Section 1. Members; ~~{Misfeasance and}~~ *Excessive* Absence ~~and{;}~~ Action Taken.

(1) When a member has neglected their duties as a member of the Council or is guilty of other misfeasance of office, a motion may be entertained for a vote of the Council to recommend the member be relieved of their duty. The vote shall be *taken on the record, via roll call* ~~[by secret ballot and shall be given by each member present at the meeting]~~. A vote of *the majority of the quorum present* ~~[at least twelve will]~~ shall carry the motion. *If a quorum is not present, the motion shall be tabled until a future meeting or carried out electronically, at the discretion of the chair.* ~~[Should there be a quorum of the members present but less than twelve members present, by a vote of the majority, the AOC may be directed to hold confidential the results of the secret ballot and to solicit ballots on the motion via correspondence from those members absent and present the results of such ballot to the members when the next notice of meeting is provided, if not sooner.]~~ *Should an electronic vote be needed, votes of {M}members who fail to* ~~[not]~~ respond ~~[ing timely via correspondence]~~ to the AOC's ~~[request]~~ *correspondence, in a timely manner*, shall ~~[have their votes]~~ *not be* counted ~~[as not voting]~~. ~~[The AOC shall treat ballots cast via correspondence in similar manner as secret ballots cast at the meeting.]~~

(2) *Appointed {M}members* are expected to attend all meetings. A member who is unable to attend shall notify the AOC in writing, via conventional or electronic means, as soon as practicable before the meeting. Notice to the AOC, *prior to the meeting*, shall serve to excuse the member not more than twice *in a calendar year* ~~[during their term]~~, absent extenuating circumstances. *Based upon good cause shown, the chair may retroactively excuse a member from a meeting.* The *summary* ~~[minutes]~~ shall reflect the member as excused. Otherwise:

(A) Upon two ~~[successive]~~*unexcused* absences, ~~[without required notice of excuse,]~~ the AOC shall notify the member, *in writing*, that absences have been noted, ~~[and]~~ border upon being excessive, *and will be reported to the Council chair*.

(B) Upon three *unexcused* absences~~[during a term]~~, the AOC shall notify the member that their absences are excessive and include such notice in the distribution of meeting notices and materials to other Council members.

(C) Upon four *unexcused* absences~~[during a term]~~, the matter of such absences shall become an agenda item for discussion and possible action, and the Council may ~~[take one of the following actions:~~

~~(i) — [By motion,]~~ call for issuance of a resolution formally reprimanding the absent member. ~~], or~~

~~(ii) — [By motion, call for the absent member to be relieved of their duty, and, from among the qualified judges of the member's region, select a judge to serve the unexpired term of the member so relieved.~~

~~(D) — [If the fourth absence is apparent and can be verified at the meeting during which the member is absent for the fourth time, the Council may immediately take action as described in subsections (2)(C)(i) and (2)(C)(ii) of this Article.~~

~~(E) — [These rules shall apply equally to committee meeting and regional judicial council meeting attendance, but the Council shall consider taking the actions prescribed in this Article. Committee chairs or t]~~

(D) The AOC shall include in their Council *reports and/or meeting summaries*, identification of any members against whom action may be *taken*~~[necessary]~~.

Section 2. Committees; Appointment Of.

The Council may create, and the chair may appoint, standing committees, special committees, ad hoc committees, or advisory committees which may be necessary for the efficient discharge of its duties and responsibilities. The Council also may create subcommittees which may include citizens, government officials or designees, and representatives of community organizations.

Section 3. Council Member Representatives; Compensation.

A member shall be reimbursed for reasonable expenses incurred to attend meetings at the rates established by State law and the Supreme Court Travel Policy.

Section 4. Council Member; Resignation or Retirement.

When a member resigns or retires from the Council prior to the end of a term, the member shall notify, in writing, the chair of the judicial region in which the member served and shall copy the AOC with such notice. Notice of such vacancy shall be placed on the next regional judicial council agenda. The chair of the judicial region shall fill the vacancy in accordance with Article V, Section 1 of these Bylaws. The term for the member-elect shall run for the remainder of the unexpired term of the member who resigned or retired.

Failing election of a member by the judicial region in accordance with Article V, Section 1 of these Bylaws, the Chief Justice shall appoint a representative to fill the unexpired term of the member who resigned or retired from service.

ARTICLE IV
JUDICIAL REGIONS

Section 1. Creation.

By Order of the Supreme Court, under Rule 7.5 as amended, there are five judicial regions in the State which shall be comprised as follows:

- (1) Sierra Region shall consist of all courts, except the Supreme Court and the Court of Appeals, within the First, Third, Ninth, and Tenth Judicial Districts;
- (2) The Washoe Region shall consist of all courts within the Second Judicial District;
- (3) The North Central Region shall consist of all courts within the Fourth, Sixth, and Eleventh Judicial Districts;
- (4) The South Central Region shall consist of all courts within the Fifth and Seventh Judicial Districts;
- (5) The Clark Region shall consist of all courts within the Eighth Judicial District except the Supreme Court and the Court of Appeals.

ARTICLE V
REGIONAL JUDICIAL COUNCILS

Section 1. Creation; Composition.

By Order of the Supreme Court, under Rule 8 (attached).

Section 2. Meetings; Purpose *and Members*.

The regional judicial councils may meet as often as once every ~~four~~ *three* months or at the call of the chair to assist in the administration of the court system within that region but no less than ~~one~~ *three times* per year. All sitting judges should regularly attend their respective regional judicial council meetings. *Regional Judicial Council membership shall be determined as follows:*

(1) Second and Eighth Judicial Districts

(A) JCSN elected representatives

(B) District Courts: one representative per bench (family and civil/criminal)

(C) Limited Jurisdiction Courts: one representative per court³

(2) All other judicial districts

(A) All duly elected and/or appointed judges currently sitting within the applicable Judicial District.

Council member attendance will be taken at every meeting; regional judicial council meeting attendance shall be reported to the Judicial Council of the State of Nevada on an annual basis for the preceding calendar year at the first Council meeting of the following year. *Regional Judicial Council meetings are not public meetings; however, ~~Court staff may, with the permission of their court, and at the discretion of the regional judicial council chair, attend regional council meetings.~~ Senior*

³ *The Chief Judge, Administrative Judge, or his/her designee, shall act as the court's representative, if applicable.*

Judges regularly serving within the region, court administrators, and other guests may attend regional judicial council meetings at the discretion of the regional judicial council chair. The chair reserves the right to close any portion of a meeting to guests in order to allow the council to consider matters of a confidential nature. Any policies or procedural changes thereto submitted to the Supreme Court may be first submitted to the regional judicial council for review and comment.

Section 3. Members; Excessive Absence and Action Taken.

Appointed members are expected to attend all meetings. A member who is unable to attend shall notify the AOC in writing, via conventional or electronic means, as soon as practicable before the meeting. Notice to the AOC, prior to the meeting, shall serve to excuse the member not more than twice in a calendar year, absent extenuating circumstances. Based upon good cause shown, the chair may retroactively excuse a member from a meeting. The summary shall reflect the member as excused. Otherwise:

(1) Upon one unexcused absence, the AOC shall notify the member, in writing, that absences have been noted, and will be reported to the Council chair.

(2) Upon two unexcused absences, the AOC shall notify the member that their absences are excessive and include such notice in the distribution of meeting notices and materials to other Council members.

(3) Upon three unexcused absences, the regional council may, at the chair's discretion, vote to remove the member's eligibility to serve as a regional representative to the full Council.

(4) The AOC shall include in their Council reports and/or meeting summaries, identification of any members against whom action may be taken.

Section ~~3~~4. ~~[Duties]~~Responsibilities.

Each regional judicial council shall, subject to the direction of the Council, undertake actions necessary to carry out the purposes specified in Supreme Court Rule 4 § 8.

The *general jurisdiction representative shall serve as* chair of each regional judicial council *and* shall:

- (1) Call, attend, and lead regional judicial council meetings.
- (2) Represent the chair's regional judicial council at Judicial Council of the State of Nevada meetings.
- (3) Work with the AOC to develop meeting agendas and goals.

The *limited jurisdiction representative shall serve as* vice-chair of each regional judicial council *and* shall:

- (1) Call, attend, and lead regional judicial council meetings in the absence of the regional *judicial* council chair.
- (2) Represent the vice-chair's regional judicial council at the Judicial Council of the State of Nevada meetings.
- (3) Work with the AOC to develop meeting agendas and goals.

Section ~~4~~5. Elections.

Each regional judicial council shall elect a *general jurisdiction representative and a limited jurisdiction representative* ~~[chair and a vice chair]~~ in accordance with the election procedures provided in S.C.R. 8. ~~[In regions with more than one limited jurisdiction representative, the vice chair shall be determined by a vote of the members of regional council at the first meeting after the election or when required due to circumstances. In the event of a tie, the chair of the regional council will appoint the vice chair.]~~

- (1) Nominations for election may be made by any judge of the same jurisdictional level; if no nominations are submitted, the currently sitting chair (for general jurisdiction representative positions) or vice-chair (for limited jurisdiction representative positions) will appoint a nominee. Self-

nominations are acceptable.

(2) In the event that a regional election results in a tie, a run-off election will be held.

Should the run-off election result in a tie, the Chief Justice will appoint a chair or vice-chair from the run-off election candidates as necessary.

(3) In regions with more than one elected limited jurisdiction representative, the chair shall appoint the incoming vice-chair by the end of the current calendar year. The vice-chair shall be chosen from the pool of elected limited jurisdiction representatives.

Section ~~5~~6. Applicability of Full-Council Bylaws.

To the extent applicable and practical, the provisions governing the full Judicial Council of the State of Nevada shall apply to the regional judicial councils.

ARTICLE VI

LEGISLATIVE COMMITTEE

Section 1. Name; Committee Type.

The Legislative Committee, hereinafter referred to as the "Committee," shall be a standing committee to the Council. ~~Paraphrasing~~ *Legislative Committee meetings are not open to the public; however, guests may attend committee meetings at the discretion of the chair.*

Section 2. Composition.

The Committee shall consist of a number of members necessary to effectively carry-out the duties of the Committee, with no less than five members who are members of the Council. ~~Paraphrasing~~ *The* five members shall be the Chief Justice, two district judges, and two limited jurisdiction judges. The Presidents of the Nevada District Judges Association and the Nevada Judges of Limited Jurisdiction Association or their designees shall be members of the Committee. Any Associate Chief Justice(s) shall be a member of the Committee. The chair of the Committee shall be the Chief Justice, or the Chief Justice may designate another Justice to serve in this capacity. The State Court Administrator and at least one urban court administrator and one rural court administrator shall be members of the Committee. The remaining members of the Committee shall be selected from the courts at large and appointed by the Chief Justice. Considerations given to new members must ensure appropriate representation from rural and urban jurisdictions and limited and general jurisdiction courts. Members, who are not members by virtue of position, shall serve terms of two years, consisting of the even numbered year after a Legislative Session and following the odd numbered year during which a Legislative Session takes place, and may be reappointed by the Chief Justice as necessary.

Advisory members may be assigned from non-court entities and advisory groups at the pleasure of the chair, however, any governmental relations professionals with whom any judicial

association or court contracts, or employs, shall be included. Advisory members are non-voting members of the committee. The State Court Administrator may designate one staff member from the AOC to serve as an advisory member, and the AOC shall provide administrative and expert staff support to the Committee. The Committee may create subcommittees at the discretion of the chair.

Section 3. ~~Duties~~Responsibilities.

The Committee shall develop, implement, and monitor the Judicial Branch's coordinated legislative strategy including but not limited to the development and vetting of the bill draft requests afforded to the Supreme Court on behalf of the Judicial Branch by statute. The Committee may, at the discretion of the chair, make recommendations regarding court rules and regulatory matters to the Supreme Court, via the Council, as necessary.

Section 4. Meetings; When Held.

The chair or a majority of the Committee members may call meetings. During any regular Legislative Session, the Committee may meet weekly.

~~{ARTICLE VII~~

~~EDUCATION COMMITTEE~~

~~**Section 1. Name; Committee Type; Composition; Duties.**~~

~~———The Education Committees of the Nevada District Judges Association and Nevada Judges of Limited Jurisdiction Association shall be the ex-officio Education Committees for the Council. These Committees will receive administrative and expert staff support from the AOC and may make recommendations regarding matters related to education for judges and court staff to the Council as necessary.]~~

ARTICLE ~~VIII~~ VII

COURT ADMINISTRATION COMMITTEE

Section 1. Name; Committee Type.

The Court Administration Committee, hereinafter referred to as the "Committee," shall be a standing committee to the Council.

Section 2. Composition.

The Committee shall consist of every designated and titled court administrator for any court in the State. The chair of the Committee shall be the State Court Administrator. ~~and the~~ The vice-chair shall be elected from the membership. The vice-chair shall serve a term of two years and may be reelected. Membership lasts for the duration of the member's employment as a court administrator. Non-voting advisory members may be assigned by the chair.

Section 3. ~~Duties~~ Responsibilities.

The Committee shall study and evaluate any areas of court administration, identify best practices, and make recommendations for policy and process improvements. Areas of study may include, but are not limited to, human resource management, case flow management, information technology, jury administration, facilities/security management, fiscal administration, intergovernmental relations, and public relations.

Section 4. Meetings; When Held.

The chair or a majority of Committee members may call meetings. Notice shall be provided to all interested parties inasmuch as requests for notice are reasonable and proper.

ARTICLE ~~IX~~ VIII

TECHNOLOGY COMMITTEE

Section 1. Name; Committee Type.

The Technology Committee, hereinafter referred to as the "Committee," shall be a standing committee to the Council. *Technology Committee meetings are not open to the public; however, guests may attend committee meetings at the discretion of the chair.*

Section 2. Composition.

The Committee shall consist of a number of members necessary to effectively carry-out the duties of the Committee, with no less than two members, one of which being a district judge and the other being a limited jurisdiction judge, who are members of the Council. The chair of the Committee shall be appointed by the Chief Justice from among the ~~membership of the Committee~~ *Committee's membership*. The Committee shall consist of at least one representative from each region; each member shall be a general jurisdiction judge, a limited jurisdiction judge, a court administrator, or a court technology officer. The State Court Administrator or their designee shall be a member of the Committee. All non-Council members will serve either a term of two years or three years and may be reappointed for additional terms. ~~The Chief Justice will appoint members upon recommendation of the Council and shall maintain the right to decline recommendations.~~

Advisory members may be assigned from non-court entities and advisory groups at the pleasure of the chair. Advisory members are non-voting members of the Committee. The Committee may appoint such subcommittees as deemed necessary by the chair or a majority of the members in order to assist the Committee in carrying out its duties and making necessary recommendations.

Section 3. ~~Duties~~Responsibilities.

The Committee shall:

(1) Prioritize and make recommendations regarding statewide court technology initiatives, services, system communication and interoperability, and programs;

(2) Evaluate and make recommendations regarding trial court technology services provided by the AOC;

(3) Recommend methods to fund statewide technology programs and services; and

(4) Promote statewide efforts to modernize and integrate information technology to improve the business of the courts, and collaboration with justice partners.

Section 4. Meetings; When Held.

The chair or a majority of the Committee members may call meetings.

ARTICLE ~~IX~~ IX

SPECIALTY COURT FUNDING AND POLICY COMMITTEE

Section 1. Name; Committee Type.

The Specialty Court Funding and Policy Committee, hereinafter referred to as the "Committee," shall be a standing committee to the Council.

Section 2. Composition.

The Specialty Court Funding and Policy Committee shall consist of no more than 20 members. The Chair of the Committee must be a Supreme Court Justice. The Vice-Chair may either be a Supreme Court Justice, District Court Judge, Justice of the Peace, or Municipal Court Judge. The Committee will consist of one general jurisdiction judge and one limited jurisdiction judge from each region except Clark. The Clark Region will have two general jurisdiction judges and two limited jurisdiction judges. Additionally, there will be three at-large members consisting of one general jurisdiction judge, one limited jurisdiction judge, and one judge from any region and jurisdiction. At-large members may be judges who do not conduct a specialty court program and will be appointed by the Chair and Vice-Chair of the Committee. Judges who currently preside as a specialty court judge will have priority. Senior judges who participate in specialty court activities are eligible to serve on this Committee. There will also be up to four non-voting members who are specialty court program coordinators or program administrators. These members will be selected by the chief justice upon recommendation of the specialty court program coordinators and program administrators in three regions consisting of the Clark Region, the Washoe Region, and the Rural Region. The Rural Region shall be comprised of the all the courts in the Sierra, North Central, and South Central regions. The Rural Region will have two coordinators serving as members while the Clark and Washoe regions will have one member. These members will serve terms consistent with those of the other members of the Committee save that the initial terms of the specialty court coordinator or administrator members

shall begin July 1, 2019, and the initial three members shall serve from then until December 31, 2019, before commencing regular two-year terms on January 1, 2020. The chief justice will officially appoint members upon recommendation of the Regional Councils, and all terms will commence on January 1st of the appointing year and end on December 31st of the last year of the term. The chief justice shall maintain the right to decline recommendations. Members will serve for a term of two years. Terms commencing February 10, 2006, will be staggered so approximately half the membership will be appointed each year. Resignation or retirement appointments will be made by a nomination ballot and election within the region.

Section 3. ~~Duties~~ Responsibilities.

The Committee shall establish an application procedure and required documentation for requesting of specialty court funds, develop funding criteria and best practices, develop reporting requirements for recipients who receive funds, collect specialty court data and information to aid in funding, and monitor courts on use of funding and compliance with funding criteria and best practices. The committee, at the discretion of the chair, may appoint ad hoc or other subcommittees necessary to further these duties or improve specialty court programs within this State.

Section 4. Meetings; When Held.

The Chair or a majority of the Committee members may call meetings.

ARTICLE ~~XII~~ X

COURT IMPROVEMENT PROGRAM SELECT COMMITTEE

Section 1. Name; Committee Type.

The Court Improvement Program (CIP) for the Protection and Permanency of Dependent Children Select Committee, hereinafter referred to as the “CIP Select Committee” shall be a standing committee to the Council. *CIP Select Committee meetings are not open to the public; however, guests may attend committee meetings at the discretion of the chair.*

Section 2. Composition.

The CIP Select Committee shall consist of no more than 21 members. At least one Committee member must be a member of the Council. The Chief Justice or their designee shall be chair of the committee. Representation of members must consist of, but is not limited to; ~~the following:]~~ Chief Justice or designee who must be a sitting Justice or a commissioned Senior Justice, State Court Administrator or designee, two family court judges designated to handle child dependency matters, two rural district court judges, two juvenile masters (one rural and one urban) designated by the district court to hear dependency matters, one family or rural court administrator, Director of the Division of Child and Family Services or designee, Director of Washoe County Human Services Agency or designee, Director of Clark County Family Services or designee, one representative from the Office of the Attorney General, one representative from a Public Defender’s Office or a Special Public Defender’s Office, one representative from a District Attorney’s Office, one representative from a legal aid provider with experience in child welfare or dependency cases, one representative from an organization of Court Appointed Special Advocates (CASA), one representative of foster parents, one representative of young adults with lived experience in the dependency system, one representative of parents with lived experience in the dependency system, and one representative of Nevada Tribes.

Consideration given to new members must ~~insure~~ ensure appropriate representation from both rural and urban jurisdictions. All members will serve staggered three-year terms and may be reappointed for additional terms. Initial terms may be for less than three years in order to provide for the continuity of the Committee. The Chief Justice will officially appoint members upon recommendation of the Council, and all terms will commence on January 1st of the appointing year and end on December 31st of the last year of the term. The Chief Justice shall maintain the right to decline recommendations. Advisory members may be assigned from non-court entities and advisory groups at the pleasure of the CIP Select Committee chair. Advisory members are non-voting members of the CIP Select Committee.

Section 3. ~~Duties~~ Responsibilities.

The CIP Select Committee shall promote best practices and facilitate the implementation of local and statewide initiatives to improve the operation and efficiency of the child welfare and dependency court systems; to improve outcomes for children and families who enter into the child welfare and dependency court systems by improving court and agency collaboration;~~;~~ to reduce the amount of time children spend in foster care and reduce the time to permanency for children subject to dependency proceedings; and to achieve systemic improvement of the child welfare and dependency court systems so that all children who have been the victims of abuse and neglect can achieve safety and permanency and enjoy the stability and love of family.

Section 4. Meetings; When Held.

The CIP Select Committee shall meet at least three times a year at the call of the chair or a majority of the CIP Select Committee members.

ARTICLE ~~XII~~ XI

AUTHORITY

Section 1. Authority of Bylaws.

These Bylaws and any subsequent amendments shall have full force and effect upon adoption by a simple majority vote of the Council members. These Bylaws shall be binding until ordered otherwise by the Supreme Court.

Section 2. Hierarchy of Authority.

These Bylaws shall be subordinate to the Constitution, Statutes of Nevada, Nevada Revised Statutes, and Rules and Orders of the Supreme Court. These Bylaws shall be superior to all policies or procedures established by the Council.

Section 3. Amendments; Vote Required.

(1) These Bylaws may be amended by a simple majority vote of Council members at any meeting, provided that a quorum is present.

(2) The AOC shall amend these Bylaws as necessary to conform with amendments of Supreme Court Rules governing the Council. The AOC shall provide all members with a draft of these Bylaws, inclusive of amendments denoted in the manner as employed by legislative bill drafters, and place the subject of amendments to the Bylaws on the next agenda for review and possible action. Ratification of amendments, pursuant to changes in Supreme Court Rules, shall become effective upon a simple majority vote of Council members at any meeting, provided that a quorum is present.

TAB 4

Supreme Court of Nevada
ADMINISTRATIVE OFFICE OF THE COURTS

KATHERINE STOCKS
Director and State Court
Administrator



JOHN MCCORMICK
Assistant Court Administrator

JUDICIAL COUNCIL OF THE STATE OF NEVADA

“To unite and promote Nevada’s judiciary as an equal, independent and effective branch of government”

COURT ADMINISTRATION COMMITTEE REPORT

Committee Members:

Katherine Stocks, Chair
Andrea Anderson
Derek Boyle
Nohemi Cardiel
James Conway
Maxine Cortes
Stormi Decker
Cindy Garcia

Steve Grierson
Jessica Gurley
Melissa Hall
Cynda Horning
Tiffany Josephs
Alicia Lerud
Haily Love
Juanita Martin

Angelica Martina
Kristina Mortensen
Heidi Shaw
Alisa Shoults
Erin Tellez
Bobbie Williams
Shaniya Williams

Committee Meeting of June 10, 2024

Prepared by Margarita Bautista, Staff to Court Administration Committee

- Since the last report, the JCSN Court Administration Committee met on June 10, 2024.
- Chair Stocks congratulated Ms. Bobbie Williams on her retirement and a brief introduction was made of her successor, Ms. Rebecca Williams.
- Ms. Jamie Gradick, Administrative Office of the Courts (AOC) staff, gave a presentation on the Court Staff Continuous Learning Plan.
- This plan came about because various courts requested training for their court employees in a needs survey that went out in April 2024.
- This plan has been developed by a workgroup that consisted of Court Administrators, AOC staff and subject matter experts.
- Program objectives include enhancing professional competencies, promoting adaptability, and empowering personal growth.
- Program Components include core curriculum, specialized modules, technology integration, professional skills development, mentorship and coaching, continuing education opportunities, online and in person learning platforms.
- A motion was approved unanimously to forward the Court Staff Continuous Learning Plan to the entire JCSN commission.
- The next meeting is scheduled for Monday, September 9, 2024, at 2:00pm.

TAB 5

Supreme Court of Nevada
ADMINISTRATIVE OFFICE OF THE COURTS

KATHERINE STOCKS
Director and State Court
Administrator



JOHN MCCORMICK
Assistant Court Administrator

JUDICIAL COUNCIL OF THE STATE OF NEVADA

*“To unite and promote Nevada’s judiciary as an equal, independent and effective
branch of government.”*

COURT IMPROVEMENT PROGRAM SELECT COMMITTEE REPORT

Committee Members:

Justice Elissa Cadish, Chair
Stephen Avillo
Judge Paige Dollinger
Judge Gary Fairman
Judge David Gibson
Crystal Hallock
Amber Howell

Wonswayla Mackey
John McCormick
Jennifer Merideth
Judge Michael Montero
Magistrate Kimberly Okezie
Buffy Okuma
Karen Perez

Jennifer Rains
Kate Schmidt
Jennifer Spencer
Stacy Stahl
Magistrate Alison Testa
Janice Wolf

Committee Meeting of July 12, 2024

August 16, 2024, JCSN Prepared by: Zaide Martinez, Court Improvement Program Officer

- The 2024 Community Improvement Council (CIC) Summit will be held in Reno, Nevada, at the Atlantis Casino, Resort, and Spa. The CIC Summit dates are as follows:
 - September 18, 2024, Judicial Roundtable for judges and masters/magistrates only
 - September 19-20, 2024, CIC General Summit for all CIC stakeholders
- The Judicial, Court, and Attorney Measures of Performance (JCAMP) leadership team has reduced the measures to 33. The team has finalized plans to ensure sustainability when measuring performance. These sustainability plans will align with the Child and Family Services Review (CFSR) timelines and the required focus areas for CIPs as mandated by the Children's Bureau (CB).
 - Five out of the 11 judicial districts agreed to participate in the JCAMP and CFSR data analysis conducted by Data Savvy
 - Stakeholder surveys will be sent out in the coming weeks
- With Data Savvy's assistance, CIP is evaluating the Juvenile Dependency Mediation Program (JDMP). This assessment will use similar criteria as the 2019 JDMP evaluation to gauge progress, specifically focusing on the time it takes to achieve permanency when cases are referred early or at the petition stage of a dependency case.

- CIP has been meeting with the Statewide Safe Babies Court Program Coordinator to assist with jurisdiction implementation.
- CIP is working closely with the CB and Agency partners to prepare for Round 4 of the CFSR.
- CIP and the Nevada Department of Health and Human Services' Office of Analytics have been collaborating to improve the quarterly CFS755 Timeliness Report.
- CIP and the Family's Program Office (FPO) have been collaborating on the IV-Eligibility Language Report to support the implementation of the 432B statewide court order templates.
- The CIP Legislative Subcommittee, chaired by Kelly Brandon, the Supervising Deputy District Attorney of Carson City, has recently convened and is encouraging all stakeholders interacting with the child welfare system to participate. Please contact Ms. Brandon at kbrandon@carson.org to be included in the Subcommittee's communications.
- CIP submitted the Annual Self-Assessment and updated Five-Year Strategic Plan on June 30, 2024, and received approval from the CB on July 23, 2024.

TAB 6

Supreme Court of Nevada
ADMINISTRATIVE OFFICE OF THE COURTS

KATHERINE STOCKS
Director and State Court
Administrator



JOHN MCCORMICK
Assistant Court Administrator

Legislative Committee

July 8, 2024

4:00 p.m.

Summary Prepared by: Almeda Harper

Members Present

Chief Justice Elissa Cadish (Chair)
Judge Stephen Bishop
Judge Bonnie Bulla
James Conway
Judge Kathleen Drakulich
Judge Jessica Goodey
Jessica Gurley
Chief Judge Kevin Higgins
Cynda Horning
Chief Judge Lynne Jones
Alicia Lerud
Judge Victor Miller
Alisa Shoults
Judge Randall Soderquist
Judge Ryan Toone
Judge Natalie Tyrell
Chief Judge Jerry Wiese
Judge Tod Young

Advisory Members Present

Tom Clark
Mike Hillerby
Keith Lee
John McCormick
Gabby McGregor
Andres Moses
Joe Tommasino

Guests

Sam Anastassatos
Paige Barnes
Judge Kendra Bertschy
Judge Cynthia Cruz
AJ Delap
Rebecca Edwards
Jack Eslinger
Justice Doug Herndon
Judge Bridget Robb
Erin Tellez

AOC Staff

Almeda Harper

- I. Call to Order
 - Chief Justice Cadish called the meeting to order at 4:03 p.m.
 - Ms. Harper called roll; a quorum was present.
 - The meeting summary from June 3, 2024, was unanimously approved.
- II. Possible 2025 BDRs
 - AB116 cleanup and Administrative Assessment Reform
 - ♦ Mr. McCormick received feedback and will continue to sort through the many edits needed for this BDR.
 - Guardianship
 - ♦ Mr. McCormick reported that edits are ongoing and asked the members to submit any requests for changes.
 - ♦ Chief Justice Cadish added that she is working with Ms. McCloskey to reactivate the Guardianship Commission and fill the co-chair positions.
 - Technical/Non-technical Parole and Probation Violations
 - ♦ Chief Judge Jones reported that P & P only has one BDR and was not interested in using it on this topic. They are working with other entities to find a sponsor.

- ♦ Judge Drakulich suggested the statute should allow for the judge’s discretion instead of a mandatory 30 days.
- ♦ Judge Young commented there may be significant pushback on this topic.
- ♦ Chief Judge Jones suggested shortening the underlying probationary periods.
- ♦ Chief Judge Jones and Judge Drakulich offered to draft edits and the Committee could decide later if it will be submitted to LCB as one of the Supreme Court’s allotted BDRs.
- Honorable/Dishonorable Discharges
 - ♦ Judge Drakulich was in favor of the draft Mr. McCormick provided and suggested the following changes,
 - Section 1 (2)(c) “...or a *general* discharge at the discretion of the court, *based on the nature of compliance or non-compliance by the person*. A dishonorable discharge or *general* discharge...”
 - Section 1 (6)(a) “... an honorable discharge, *general discharge*, or dishonorable discharge...”
 - ♦ Chief Judge Jones suggested the following change;
 - Section 1 (3) “Any amount of *finest, administrative assessments, expense of defense, or* restitution remaining unpaid...”
- Post-sentence, No-Contact Orders
 - ♦ The members decided not to pursue this BDR.
- Transmitting Protection orders to DPS (Chapter 179)
 - ♦ Judge Cruz suggested orders should not be transcribed in a manner prescribed by DPS. She also suggested the creation of a link to a transmission portal where the information can be shared between the currently existing CMS.
 - ♦ Mr. Conway commented that DPS is using the current language to reinforce having the court process data entry.
 - ♦ Judge Robb added that when DPS was processing the data entry, they were months behind. The information should be entered timely to protect the public. She also suggested standardizing no-contact orders to assist in timely processing.
 - ♦ Judge Miller suggested removing “in the manner prescribed by” to open-up discussions.
 - ♦ Mr. McCormick suggested adding a deadline for the repository’s data entry.
 - ♦ Mr. Lee suggested reaching out to organizations that have a greater stake in this topic and could find a legislator to sponsor this BDR such as the Domestic Violence Resource Center.
 - ♦ Judge Robb suggested that we take this to the Governor’s Chief Innovation Officer, whose job is to investigate issues of this nature, and offered to reach out.
 - Mr. Lee offered to assist in the conversation.
- Additional Judges for the 8th Judicial District
 - ♦ Mr. McCormick reported that discussions are still ongoing, and the AOC’s Research and Statistics Unit will supply data to assist rural courts in helping to determine a basis for requesting additional judges.
 - ♦ Chief Judge Jones added that the Second JD would ask for two judges based on weighted caseloads.
 - ♦ Chief Judge Wiese commented that the Eighth JD is updating their 2005 weighed caseload study to further justify additional judges.
- Preliminary Hearing and Charging Clean-up Bill
 - ♦ Mr. McCormick explained the most recent edits clarify that if the felony and gross are bound up, pursuant to the bind-up statute in 171.206, the misdemeanor will also be bound up if the magistrate determines probable cause.
 - ♦ Judge Soderquist suggested removing portions of the bill to simplify the language as it can be conflicting.
 - Mr. McCormick offered to discuss possible changes with Judge Soderquist outside of the meeting.
- Statutory Authority for Misdemeanor Specialty Courts

- ♦ Mr. McCormick and Judge Bertschy will discuss final edits. He asked the members to email him any additional edits.
- Stipulating Bail Forfeiture – NRS 178.502
 - ♦ Mr. McCormick provided the edited NRS in the materials for the members to review.
- Electronic Filing
 - ♦ Mr. McCormick provided the edits to NRS 62D.400 for the members to review.
 - Chief Justice Cadish pointed out that “amended” in the first line is spelled incorrectly. She also informed the members of [ADKT 0615](#), filed on 6/26/24, adopting replacement electronic filing rules. The order will be effective 30 days from the filing date and will apply to all courts across the state utilizing e-filing.

III. Watch List

- 48-hour Hearing Permanent Funding
 - ♦ Mr. Lee reported that Mr. Clark is working with Senators Cannizzaro and Nguyen on bill language.

IV. Future Meetings

- BDRs are due to LCB by August 30th at the latest.
- Next meeting: Monday, August 12, 2024, at 4:00 p.m.

V. Adjournment

- There being no further discussion, the meeting was adjourned at 5:27 p.m.

TAB 7

Supreme Court of Nevada
ADMINISTRATIVE OFFICE OF THE COURTS

KATHERINE STOCKS
Director and State Court
Administrator



JOHN MCCORMICK
Assistant Court Administrator

JUDICIAL COUNCIL OF THE STATE OF NEVADA

“To unite and promote Nevada’s judiciary as an equal, independent, and effective branch of government.”

SPECIALTY COURT FUNDING AND POLICY COMMITTEE REPORT

Committee Members:

Justice Lidia Stiglich, Chair	Chief Judge Cynthia Cruz	Judge Thomas Stockard
Justice Linda Bell, Co-Chair	Judge Steven Dobrescu	Judge Ryan Toone
Judge Michael Montero, Vice-Chair	Chief Judge Lynne Jones	Chief Judge Jerry Wiese
Judge Tom Armstrong	Judge Jessica Longley	Judge Bitia Yeager
Judge Stephen Bishop	Judge Jim Loveless	
	Judge Deborah Schumacher	

Committee Meeting of July 22, 2024

Prepared by: Stephanie Gouveia, Specialty Courts Statewide Coordinator

- The committee finalized fiscal year 2025 funding for all specialty courts in Nevada.
- Please be advised that three committee terms will expire at the end of this year. Members will have the opportunity to nominate and vote for new representatives, and current members are eligible to return.
- There will be a Medicaid sponsored lunch and learn for specialty court coordinators hosted at the AOC Las Vegas building on August 7th from 1pm-2:15pm.
- The peer review of the Western Regional Specialty Court took place February May 6th and 7th. They were reviewed by the 2nd Judicial District Court team.
- The next peer review is scheduled for the 4th Judicial District on September 23rd and 24th. The 6th Judicial District will be observing and interviewing the adult drug specialty court team.
- The committee appointed Jeremy Wilson, Assistant Court Administrator of Reno Justice Court, as the Washoe Region representative.
- The committee is reviewing recidivism data for the years 2019, 2020, and 2021. Detailed reports to follow.
- The state coordinator is finalizing details for the Nevada State Specialty Court Conference, to take place October 16th-18th, 2024 in Sparks, NV. Each specialty court judge will attend along with five team members. Registration will open soon, with a hotel code for booking at the group rate.
- The next Specialty Court Funding & Policy Committee meeting will be October 17th, 2024, at 5p.m. It will be held in-person at the state specialty court conference.

TAB 8

Supreme Court of Nevada
ADMINISTRATIVE OFFICE OF THE COURTS

KATHERINE STOCKS
Director and State Court
Administrator



JOHN MCCORMICK
Assistant Court Administrator

Clark Regional Judicial Council

June 14, 2024

2:00 p.m.

Summary Prepared by: Chad Johnson

Members Present

Chief Judge Jerry Wiese, Chair
Judge Anna Albertson
Chief Judge Cynthia Cruz
Judge Rhonda Forsberg
Judge Kelly Giordani
Judge Jessica Goodey
Judge Tara Clark Newberry
Judge Margaret Pickard
Chief Judge Barbara Schifalacqua
Judge Gloria Sturman
Judge Dawn Throne
Judge Natalie Tyrell

AOC Staff Present

Chad Johnson

Guests Present

None

Absent Excused

Judge Veronica Barisich
Judge Jacqueline Bluth
Judge Dedree Butler
Judge Melisa De La Garza
Judge Noreen Demonte
Judge Maria Gall
Judge Mary Kay Holthus
Judge Charles Hoskin
Judge Tierra Jones
Judge Joanna Kishner
Judge Ruth Kolhoss
Judge Jasmin Lilly-Spells
Judge Linda Marquis
Judge Amy Mastin
Judge Regina McConnell
Judge Erika Mendoza
Judge Victor Miller
Judge Danielle Pieper
Judge Jennifer Schwartz
Judge Joseph Sciscento
Judge Ryan Toone
Judge Bitia Yeager

Note: Members not listed were not in attendance and were not previously excused from the meeting.

- I. Call to Order
 - Chief Judge Wiese called the meeting to order at 2:04 p.m.
 - Mr. Johnson called roll; a quorum was not present.
- II. Review and Approval of March 8, 2024, Meeting Summary
 - The March 8, 2024, meeting summary was not approved.
- III. AOC Updates
 - Judicial Branch Training Unit
 - David Gordon and Shyle Irigoien have left employment with the AOC.

- The National Judicial College will be providing an “Ethics, Fairness and Security in Your Courtroom and Community” training, on October 11, 2024; it will be in the AOC training room in Las Vegas. The training is for new judges.
 - Attendees asked if the training could be made available via Zoom and he stated that he would follow up and find out if that training could be done remotely for attendees.
- Research and Statistics Unit
 - Hans Jessup has left employment with the AOC and took a position at the Las Vegas Municipal Court as the Court Operations Manager. Sheldon Steele has taken over as the Statistics Supervisor and will remain in the AOC’s Las Vegas Location.
- Approved ADKTs
 - A brief overview of ADKT 186 was provided.
 - ADKT 618, concerning the practice of attorneys not admitted to the bar in Nevada, was approved and it will be effective within 30 days. This ADKT may affect the rural courts more than the urban courts.
- Specialty Courts
 - The funding allocations for fiscal year 2025 have been approved for the Clark region.
 - The Specialty Courts has an upcoming event occurring October 16th-18th, 2024, The Nevada State Specialty Court Conference is taking place in Sparks. Once more information about the conference is received that information will be provided to all the judges.
- Updated Clark Regional Judicial Council Meeting Dates
 - A survey was sent after the last meeting. After reviewing the survey results, the last two Clark Regional Judicial Council meetings were changed to Wednesday August 28th and Wednesday October 23rd at 12:00 p.m. This should allow for better attendance and help obtaining a quorum.
 - Chief Judge Wiese asked if there was any more questions for Mr. Johnson.
 - Judge Natalie Tyrell stated that the Nevada Judges Limited Jurisdiction Conference is in Winnemucca, Nevada on June 25th thru June 28th.
 - Chief Judge Wiese asked if that is why some of the judges would be traveling that day.
 - Chief Judge Cynthia Cruz mentioned that the Nevada State Specialty Court Conference is in October. She stated there has been talk about coordinating better with the AOC since the State Bar Conference is always the same week as Nevada Judges Limited Jurisdiction Conference.
 - Chief Judge Wiese asked who would be setting up the District Judges Seminar.
 - James Popovich was recently hired to manage distance education events and John McCormick is the supervising contact until further.

IV. Discussion Items

- Quorum and Judicial Council Bylaws
 - Chief Judge Wiese stated in the last meeting that the Council never has quorum and cannot vote on action items. He felt the Bylaws belong to the Judicial Council of the State of Nevada, and that Regional Councils do not have the ability to make changes.
 - Attendees discussed possible proxy voting remedies.
 - Chief Judge Wiese stated that there was nothing substantive to vote on today.
 - Chief Judge Wiese asked if anyone else had anything that they wanted to talk about.
 - Judge Sturman asked about what the next legislative timeline for the next session is and if they are having a legislative conference.
 - Attendees discussed Bill Draft Requests (BDR’s) for legislators and the Supreme Court BDR’s and upcoming statewide legislative meetings. Mr. Johnson was asked to put discussion of legislative issues on the next meeting agenda.
 - Mr. Johnson stated that he would put that on the next meeting agenda.

V. Future Meetings

- a. Clark Regional Judicial Council
 - August 28, 2024, at 12:00 p.m.

- October 23, 2024, at 12:00 p.m.
- b. Judicial Council of the State of Nevada
 - August 16, 2024, at 2:00 p.m.
 - November 7, 2024, at 2:00 p.m.

VI. Adjournment

- There being no further discussion, the meeting was adjourned at 2:18 p.m.

DRAFT

TAB 9

Supreme Court of Nevada
ADMINISTRATIVE OFFICE OF THE COURTS

KATHERINE STOCKS
Director and State Court
Administrator



JOHN MCCORMICK
Assistant Court Administrator

AGENDA
SOUTH CENTRAL REGIONAL JUDICIAL COUNCIL MEETING

Monday, June 24, 2024
Winnemucca Convention Center
Winnemucca, NV
4:00 PM

<u>Members Present:</u> Judge Steven Dobrescu, Chair Judge Stephen Bishop Judge Mike Cowley Judge Michele Fiore Judge Danielle Johnson Judge William “Gus” Sullivan Judge Kirk Vitto	<u>Members Absent – Excused:</u> Judge Jennifer Klapper Judge Dorothy Rowley
<u>Nevada Supreme Court Staff Present:</u> Charlene Boegle, Court Services Analyst Jamie Gradick, Rural Courts Coordinator/Court Support and Resources Manager Almeda Harper, Court Services Analyst	<u>Members Absent – Unexcused:</u> Judge Mike Coster Judge Gary Fairman Judge Nola Holton Judge Robert Lane Judge Kimberly Wanker

- I. Call to Order
Judge Dobrescu convened the meeting at 4:03 p.m.
- II. Determination of Quorum
 - A quorum was not present.
 - Judge Dobrescu advised that the meeting would continue for informational purposes.
- III. Approval of Previous Meeting Summary
 - The approval of the January 8, 2024, meeting summary was tabled for the next meeting.
- IV. Business, Action, and Discussion Items
 - AOC Updates
 - Ms. Gradick provided attendees with a brief update on AOC personnel changes
 - Ms. Gradick introduced Almeda Harper and Charlene Boegle as part of the Court Resources rural courts task force and Support team. Ms. Gradick advised that Ms. Harper would, likely, be taking over as the rural courts

coordinator and handling the rural meetings as of 2025. She explained that the plan is to develop a “rural courts task force” within the Court Resources and Support Unit in order to provide expanded support to the rural courts. Ms. Gradick commented that she would remain involved with the rural courts and would be providing resources to rural judges and court staff in additional areas.

- Ms. Gradick informed attendees that Hans Jessup has left the Court; Sheldon Steele is now leading the Statistics team.
- David Gordon has retired, and Shyle Irigoien has resigned. James Popovich has joined the Court as the manager of in-person events and facilities.
- Ms. Gradick informed the group that the AOC Grant Program FY 25 cycle is open and encouraged the judges to apply for funds, advising that the grant funds would be appropriate for scanners and equipment for document management and data cleanup. Ms. Gradick also advised that Ms. Putz and her team are available to assist with quotes or any other necessary information. Ms. Gradick informed the group that she will continue as the AOC Grants Program Administrator for now, and administrative grant duties will fall to Ms. Boegle in the future.
- Ms. Gradick informed attendees that the JCSN Bylaws will be revised by the Court Resources and Support team in the upcoming future. She asked the group to send any ideas and/or input to her; the revision team will consider suggestions during the revision process.
- Ms. Gradick asked Ms. Harper to provide an overview of Legislative Session 2025 preparation efforts. Ms. Harper briefly presented the current 2025 BDRs the Legislative Committee is considering.
- Ms. Gradick informed the group that she is chairing the workgroup for the Court Staff Continuous Learning Program (CSCL).
 - The program has been designed for court staff; there will, likely, be a similar judges’ program created in the future to work in conjunction with this plan.
 - The CSCL plan has been approved by the JCSN’s Court Administrative Committee; the plan will be presented for approval at the full JCSN meeting in August.
 - If the funding is received, the plan will be a three-to-five-year extensive learning plan that covers numerous flexible learning modules.
 - It is the hope that this program will be transitioned into a larger certification program.
- Other Items and Discussion
 - Attendees discussed ADKT 581 and the recommendations of the Commission to Study Best Practices for Virtual Advocacy that went into effect in February.
 - Ms. Gradick reminded attendees that the Order sets a “review” public hearing and advised of the importance of the judges’ input. She informed attendees that comments/feedback could be submitted on an individual basis or as a region and asked attendees for their reference. She further advised that she would be happy to compile all comments into one document for submission if that is the will of the group.
 - Attendees expressed concern regarding...

- Attendees briefly discussed the low salaries of some of the rural Court Clerk's and the fact that salaries are set the County Commission and not by the State.
- There was a discussion regarding the Rules for Infraction that were sent for approval. The use of Demerit Reduction Fee (DRF) was discussed. It was stated that there is a box that can be checked, by the offender, for DRF on the online dispute resolution website. It was also stated that a judge can request this box to be removed from the online portal. It was noted that some offenders are asking for extraordinary offenses to be reduced to illegal parking. Such as requesting that a speeding ticket of more than 100 mph be reduced to illegal parking. Not all of the judges allow DRFs. Several of the judges discussed that they will allow offenders to serve community service in lieu of payment for traffic violations, including demerit reductions.
- Informational Documents
 - Ms. Gradick advised of the information documents included in the meeting packets. She advised that ADKT 616 would significantly impact the rural courts. She asked them all to read the documents and let her know of any questions.
 - ADKT 0186
 - ADKT 616
 - ADKT 619

V. Future Meetings

- a. Judicial Council of the State of Nevada: August 16, 2024 @ 2:00 PM
- b. South Central Regional Judicial Council: TBD

VI. The meeting adjourned at 5:00 p.m.

TAB 10

Supreme Court of Nevada
ADMINISTRATIVE OFFICE OF THE COURTS

KATHERINE STOCKS
Director and State Court
Administrator



JOHN MCCORMICK
Assistant Court Administrator

Washoe Regional Judicial Council

July 24, 2024

Noon

Summary prepared by: Almeda Harper

Members Present

Chief Judge Lynne Jones (Chair)
Judge Shirle Eiting (Vice-chair)
Judge Kathleen Drakulich
Judge Erica Flavin
Chief Judge Kevin Higgins
Judge Kathleen Sigurdson

Guests Present

Ms. Alicia Lerud
Ms. Veronica Lopez

Absent

Judge Aimee Banales
Judge Barry Breslow
Judge Justin Champagne
Judge David Clifton
Judge Paige Dollinger
Judge Gene Drakulich
Judge Scott Freeman
Judge Terry Graham
Judge David Hardy
Judge Pierre Hascheff
Judge Jessica Longley
Judge Shelly O'Neill
Judge Scott Pearson
Judge Tammy Riggs
Judge Bridget Robb
Judge James Spoo
Judge E. Alan Tiras
Judge Sandra Unsworth
Judge Chris Wilson

Absent Excused

Judge Kendra Bertschy
Judge Dixie Grossman
Chief Judge Christopher Hazlett-Stevens
Judge Cynthia Lu
Judge Tamatha Schreinert
Judge Connie Steinheimer
Chief Judge Ryan K. Sullivan
Judge Egan Walker

AOC Staff Present

Charlene Boegle
Almeda Harper

- I. Call to Order
 - Chief Judge Jones called the meeting to order at 12:03 p.m.
- II. Call of Roll and Determination of Quorum Status
 - Ms. Harper determined a quorum was not present, however, the members elected to proceed with the meeting as information only.
- III. Approval of Meeting Summary
 - There being no quorum, the summary was not approved. The members discussed edits that will be implemented before the summary is approved.
- IV. AOC Updates
 - Personnel Updates
 - ♦ Charlene Boegle – Court Services Analyst
 - New to the Court Resources and Support Unit. She will be assisting Ms. Gradick in staffing commissions, committees, and any other projects assigned by the AOC.
 - ♦ James Popovich – In-person Learning and Events Coordinator

- Managing distance learning events such as judicial education seminars as well as Supreme Court events.
 - ♦ Rocky Lasagna – Special Events Coordinator
 - Assists in coordinating Supreme Court events and judicial seminars.
 - ♦ Britt Pierczynski – Law Enforcement Liaison
 - Working with the AOC to help maintain communication and relations with other agencies such as DPS.
- AOC Grant Program FY25 Cycle
 - ♦ Applications for the grant cycle are due to the AOC by July 31st. Please visit the AOC Grants webpage or contact Ms. Harper for assistance.
- JCSN Bylaw Revisions
 - ♦ Revisions to the JCSN Bylaws will be presented to the JCSN for review and approval during the next meeting in August. The revisions will redefine which judges are considered voting members in the larger regions. While all judges in Clark and Washoe will be encouraged to attend their regional council meetings, voting members will consist of specific representatives from each court within the region. This should make it easier to obtain a quorum.
 - Judge Eiting requested to add “Administrative Judge” to discussions regarding chief judges in the Bylaws.
- Legislative Session 2025 Prep
 - ♦ The Legislative Committee is editing their 10 BDRs, to be submitted to LCB by August 30th. The Committee meets monthly until the Legislative Session begins, during which they will meet weekly. The next meeting will be held on August 12th.
- Court Staff Continuous Learning Program
 - ♦ The Court Staff Continuous Learning Workgroup, created by the JCSN Family Subcommittee, has created a learning plan to provide continuous training for court staff throughout the state. The learning plan will be presented to the JCSN for review and approval during the upcoming August meeting.
- Specialty Courts
 - ♦ Judge Flavin will be taking over Spark Justice Court Specialty Court, previously run by Judge Longly, who will continue to work with the Specialty Court Funding and Policy Committee.
 - ♦ Washoe Region was approved for specialty court funding for FY25.
 - ♦ The Nevada Specialty Court Conference will be held on October 16th – 18th at The Nugget in Sparks. Registration will be available by early August. For more information, please contact James Popovich.
 - Chief Judge Jones pointed out that the next Washoe Regional meeting conflicts with the Specialty Courts Conference and requested that the meeting be rescheduled.
- What do you want to know?
 - ♦ “What do you want to know?” This is a new segment that the Court Resources and Support Unit will be implementing during regional meetings. The purpose of this segment is to ask the judges what they want to know regarding the AOC or any other topic that may be helpful.
 - Judge Eiting commented that she has taken over AOD court and requested information regarding the Specialty Court conference.
 - Ms. Harper offered to forward the information to Stephanie Gouveia and James Popovich.

V. Discussion and Action Items

- Court Updates
 - ♦ Second Judicial District Court update provided by Chief Judge Jones
 - The District Court is still navigating high levels of jury trials. The court has been experiencing challenges in obtaining court staff and court reporters.
 - Plans for a new courthouse complex are currently underway.
 - ♦ Sparks Justice Court update provided by Chief Judge Higgins

- A request was made to update the PDF tab title on the meeting materials. When the document opens, the tab title reads “February 5, 2008.”
- Chief Judge Higgins was appointed to a small committee for Judicial Education that will host a Judicial Academy in Reno and Las Vegas. The academy will take place at the end of December and will provide training for the new incoming lower court judges.
- The court has been asked to act as a pilot department for a 4-day workweek. The court is considering switching to a Monday -Thursday, 10-hour day schedule to assist the county in cost savings.
- The court is also in the process of updating eviction forms.
- ♦ Sparks Municipal Court update provided by Judge Eiting
 - Judge Spoo will be retiring in November 2024. The position will be filled via election.
 - Dion Louthan was appointed the new city manager for Sparks.

VI. Future Meetings

- Judicial Council of the State of Nevada – Friday, August 16, 2024, at 2:00 p.m.
- Washoe Regional Judicial Council – Wednesday, October 2, 2024, at noon *New Date*

VII. Adjournment

- There being no further discussion, the meeting was adjourned at 12:28 p.m.

TAB 11

JUDICIAL COUNCIL OF THE STATE OF NEVADA

2024 CALENDAR OF MEETINGS

<i>REGIONAL MEETINGS*</i>	<i>FULL COUNCIL</i>
<p><u>January</u> 1/8 Monday, South Central, 4:00 p.m. 1/26 Friday, Sierra, 12:00 p.m.</p> <p><u>February</u> 2/7 Wednesday, Washoe, 12:00 p.m. 2/23 Friday, South Central, 10:00 a.m., Winnemucca</p> <p><u>March</u> 3/8 Friday, Clark, 2:00 p.m.</p>	<p><u>February</u> 2/2 Friday, 2:00 p.m. Video-Conference via Zoom Reporting Period: November 14th – January 15th</p>
<p><u>April</u> 4/24 Wednesday, Washoe, 12:00 p.m. 4/26 Friday, Sierra, 12:00 p.m.</p> <p><u>May</u> 5/24 Friday, North Central, 10:00 a.m., Elko</p> <p><u>June</u> 6/14 Friday, Clark, 2:00 p.m. 6/24 Monday, South Central, 4:00 p.m.</p>	<p><u>May</u> 5/24 Friday, 2:00 p.m. Video-Conference via Zoom Reporting Period: January 16th – May 6th</p>
<p><u>July</u> 7/19 Friday, Sierra, 12:00 p.m. 7/24 Wednesday, Washoe, 12:00 p.m.</p> <p><u>August</u> 8/23 Friday, Clark, 2:00 p.m. 8/23 Friday, North Central, 10:00 a.m., Battle Mountain</p> <p><u>September</u></p>	<p><u>August</u> 8/16 Friday, 2:00 p.m. Video-Conference via Zoom Reporting Period: May 7th – July 29th</p>
<p><u>October</u> 10/02 Wednesday, Washoe, 12:00 p.m. 10/11 Friday, Clark, 2:00 p.m. 10/16 Wednesday, Washoe, 12:00 p.m. 10/18 Friday, Sierra, 12:00 p.m.</p> <p><u>November</u> 11/22 Friday, North Central, 10:00 a.m., Carlin</p> <p><u>December</u></p>	<p><u>November</u> 11/1 Friday, 2:00 p.m. Video-Conference via Zoom Reporting Period: July 30th – October 14th</p>

Revised July 31, 2024

*Regional meetings will not be posted to the Judiciary Webpage, only public meetings.