

ORIGINAL

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1:00 pm
JUN 21 2004
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6 IN THE FAMILY DIVISION OF
7 THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA
8 IN AND FOR THE COUNTY OF WASHOE

9 **In the Matter of:**

10 **All New Divorce and Child Custody Cases**

11 **Filed in Department Eleven of the Family**

Dept. No. 11

12 **Division of the Second Judicial**


13 **District Court**
14 _____/

15 **ADMINISTRATIVE ORDER REGARDING CASE MANAGEMENT**

16 Effective July 1, 2004, all new divorce and child custody cases filed in
17 Department Eleven of the Family Division of the Second Judicial District Court shall be
18 subject to a new case management procedure. Parties involved in cases in Department
19 Eleven initiated on or after July 1, 2004, shall comply with the attached instructions.
20 Notwithstanding the time frames stated in Washoe District Court Rule (WDCR) 40, each
21 party must file and serve a financial declaration and a completed Case Management
22 Conference Statement, at least ten (10) days before the case management conference.

23 **IT IS SO ORDERED.**

24 Dated: June 29, 2004.

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District Court Judge

SPECIAL INSTRUCTIONS FOR DEPARTMENT 11 CASES

Your case has been assigned to Department 11 of the Family Court. These are special instructions for Department 11 cases *only*.

The following procedure must be followed immediately:

1. Take these documents with you to the third floor Family Court reception window and ask to speak to Suzanne in Department 11 or one of the Court Clerks of Department 11 to set a Case Management Conference.
2. Give the Notice of Case Management Conference form to Suzanne or the Court Clerk from Department 11.
3. Suzanne or the Court Clerk will fill out the Notice of Case Management Conference setting the date and time for your Conference with the Judge, and she will make two (2) copies of the form. She will attach a Case Management Conference Statement to each of the copies of the form. She will also give you another copy of the Administrative Order including these instructions.
4. One copy of the Notice of Case Conference, one copy of the Case Management Conference Statement, and one copy of Administrative Order and these instructions are for you and the other copies must be served on the other party *with the Summons and Complaint*.
5. The Summons and Complaint, along with a copy of the Administrative Order, a completed copy of the Notice Of Case Management Conference and a blank copy of the Case Management Conference Statement must be served on the other party at least 25 days before the Conference. An Affidavit of Service must be filed with the filing office immediately after service is made.
6. 10 days before the Conference, each party must file a completed Case Management Conference Statement and a court approved Financial Declaration if one has not already been filed. Each party must serve the other party with a copy of the Case Management Conference Statement and Financial Declaration either by mail or in person. Once the documents have been served, an Affidavit of Service must be filled out and filed with the filing office.

At the time of your scheduled Conference, check in with the receptionist on the third floor of the Family Court. Those issues that are stated on your Case Management Conference Statement will be discussed with the Judge and the other party and temporary orders will be made on those issues. It is possible that your case may be settled at that time.

If you do not attend the Conference, the Court may make decisions and rulings that have a direct effect on your finances, property, child custody, visitation and child support.

1 Code: 2523

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IN THE FAMILY DIVISION
OF THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA
IN AND FOR THE COUNTY OF WASHOE

Case No. _____

Plaintiff,
vs
Dept. No. 11

Defendant.

NOTICE OF CASE MANAGEMENT CONFERENCE

To: _____, Plaintiff
and _____, Defendant

PLEASE TAKE NOTICE that a 30 minute Case Management Conference has been set in your case on _____, 200__, at the hour of _____ M. in Department 11 of the Family Court located on the third floor of the Courthouse at One South Sierra Street, Reno, Nevada.

In accordance with the Administrative Order which became effective on July 1, 2004, a Case Management Conference Statement and a Court approved Financial Declaration must be completed, filed with the filing office and served on the other party at least 10 days before the Conference.

If you fail to appear at the Conference or you fail to file and serve the Case Management Conference Statement and Financial Declaration, the Court may make decisions and rulings that have a direct effect on property, finances, child custody, support and visitation without your input.

Dated: _____, 2004.
Ronald A. Longtin, Jr., Clerk of the Court

By: _____
Deputy Clerk