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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

IN THE MATTER OF:

ALL NEW DIVORCE, PATERNITY and
CHILD CUSTODY CASES FILED IN
DEPARTMENTS FIVE AND TWELVE
OF THE FAMILY DIVISION OF THE
SECOND JUDICIAL DISTRICT COURT.

Depts. No. 5 & 12

ADMINISTRATIVE ORDER REGARDING CASE MANAGEMENT

Effective January 20, 2005, all new divorce, paternity, and child custody cases filed in Departments Five and Twelve of the Family Division of the Second Judicial District Court are subject to a new case management procedure. Parties involved in cases in Departments Five and Twelve initiated on or after January 20, 2005, must comply with the attached instructions. **Each party must file and serve a Financial Declaration and "Case Management Conference Statement" at least ten days before the Case Management Conference.** This order supercedes the time lines established by Washoe District Court Rule 40.

IT IS SO ORDERED.

Dated: January 20, 2005.

[Signature]
District Judge

[Signature]
District Judge

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2
3 **SPECIAL INSTRUCTIONS FOR CASES IN DEPARTMENTS FIVE AND TWELVE**

4 These are special instructions for divorce, paternity, and child custody cases
5 assigned to Departments Five and Twelve. All parties must follow these procedural
6 instructions unless otherwise specified. Copies of all of the referenced forms are
7 available at the Family Court Self Help Center located on the first floor of the Family
8 Court building, One South Sierra Street, Reno, Nevada or on the Court website,
9 www.washoecourts.com.

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11 1. If you are the party who started the action (the "Plaintiff" or "Petitioner"),
12 complete the "Notice of Case Management Conference" and the "Case Management
13 Conference Statement" forms at the time you file your Complaint and have your
14 Summons issued. Leave the date and time for the Case Management Conference
15 blank. They will be filled in by Court staff.

16
17 2. If you are the Plaintiff or Petitioner, you must set a time for the Case
18 Management Conference by contacting the Administrative Assistant for the Department
19 in person (Third Floor, Family Court). Bring the original "Notice of Case Management
20 Conference" form and two copies with you. The Administrative Assistant will set a date
21 and time for the Case Management Conference and will complete the "Notice of Case
22 Management Conference" form for you.

23
24 3. ***If you are the Plaintiff or Petitioner, you must serve the other party with***
25 ***the "Notice of Case Management Conference", a blank copy of the "Case***
26 ***Management Conference Statement" form, and a copy of this Administrative***
27
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1 ***Order when you have the Summons and Complaint served. The other party must***
2 ***be served at least twenty-five (25) days before the Case Management Conference.***

3 Plaintiff or Petitioner must file an Affidavit of Service when the other party has been
4 served.
5

6 4. At least ten (10) days before the Case Management Conference, each party
7 must file a completed "Case Management Conference Statement" and a Financial
8 Declaration. Each party must serve the other either in person or by mail with the "Case
9 Management Conference Statement" and the Financial Declaration and file an Affidavit
10 of Service.
11

12 5. At the time for your scheduled Case Management Conference, check in with
13 the receptionist on the third floor of the Family Court. The issues on the "Case
14 Management Conference Statement" forms will be discussed with the Judge and
15 opposing party. After the conference, the Court will issue temporary orders regarding
16 the matters raised by the parties. Some cases will be settled at the time of the Case
17 Management Conference. Any issues not noted on the "Case Management
18 Conference Statement" will not be addressed.
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20 If you do not attend the Case Management Conference, the Court may make
21 decisions which impact your finances, property, child custody, visitation and support
22 without the opportunity for you to be heard.
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