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HOWARD W. CONYERS, CLERK

By:  DEPUTY CLERK

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6 IN THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA
7 IN AND FOR THE COUNTY OF WASHOE
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9 IN THE ADMINISTRATIVE MATTER OF
10 FAMILY DIVISION STRUCTURE AND CASE
11 MANAGEMENT IN THE SECOND
12 JUDICIAL DISTRICT COURT
13

14 ADMINISTRATIVE ORDER 08-07

15 Whereas two additional District Judges will join the Family Division of the Second
16 Judicial District Court on January 5, 2009, and

17 Whereas the additional District Judges will preside over Departments 13 and 14,
18 and

19 Whereas an administrative transfer of open and closed case files is appropriate to
20 balance the workload assignments of all Family Division District Judges, it is

21 **HEREBY ORDERED:**

22 1. The Chief Judge, upon the recommendation of the Presiding Judge, shall
23 designate one judicial department to be the Child Dependency Department. The Child
24 Dependency Department shall preside over all child dependency cases, termination of
25 parental rights cases, family drug court matters, and guardianships involving minor
26 children. The Child Dependency Department shall also assist with other case types as
27 determined by the Presiding Judge.

28 2. Effective September 1, 2008, Departments 13 and 14 will be created in the
Second Judicial District case management system. All new general case type filings shall

1 be randomly and equally filed in five judicial departments (excluding the Child
2 Dependency Department).¹ The Presiding Judge shall create a protocol in which
3 Department 13 and Department 14 cases are administratively managed and heard in the
4 ordinary course of judicial business. The Presiding Judge shall implement a concurrent
5 calendaring system for Departments 13 and 14. The Presiding Judge, or his designee, shall
6 oversee the concurrent calendaring system for Departments 13 and 14.

7 3. Effective September 1, 2008, all closed general case types then assigned to the
8 Child Dependency Department shall be randomly and equally identified for transfer into
9 Departments 13 and 14. Additional closed general case types assigned to the three
10 existing judicial departments not designated as the Child Dependency Department shall
11 be identified for transfer into Departments 13 and 14 so that all five judicial departments
12 have an equal number of closed general case types. Effective January 5, 2009, all such
13 identified cases shall be transferred. To the extent possible, the closed cases will be
14 identified and transferred by substantive case type and in age-related increments. Each
15 existing judicial department shall receive a list of closed cases identified for transfer. The
16 transferor departments shall continue managing and hearing the closed cases identified
17 for transfer between September 1, 2008 and January 5, 2009. The transferor departments
18 shall coordinate with the Presiding Judge or his designee for any calendar events to be
19 scheduled after the transfer date.

20 4. Effective September 1, 2008, all open general case types then assigned to the
21 Child Dependency Department shall be randomly and equally identified for transfer into
22 Departments 13 and 14. Additional open general case types assigned to the three existing
23 judicial departments not designated as the Child Dependency Department shall be
24 identified for transfer into Departments 13 and 14 so that all five judicial departments have
25 an equal number of open general case types. Effective January 5, 2009, all such identified
26 cases shall be transferred. To the extent possible, the open cases will be identified and
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28 ¹ The term "general case type" includes actions for divorce, paternity, name change, pick up orders, and minor marriage. New adoption case files shall continue being randomly filed in all six departments.

1 transferred by substantive case type and in age-related increments. Each existing judicial
2 department shall receive a list of open cases identified for transfer. The transferor
3 departments shall continue managing and hearing the open cases identified for transfer
4 between September 1, 2008 and January 5, 2009. The transferor departments shall
5 coordinate with the Presiding Judge or his designee for any calendar events to be
6 scheduled after the transfer date.

7 5. Beginning September 1, 2008, and to the extent practicable, any general case
8 type identified for transfer that already has a calendar event scheduled for after January 5,
9 2009, shall be scheduled for the same date and time on the Department 13 and Department
10 14 calendars.

11 6. Effective January 5, 2009, all open and closed minor guardianship and
12 termination of parental rights case files shall be administratively transferred to the Child
13 Dependency Department. Effective January 5, 2009, all new cases involving minor
14 guardianship and termination of parental rights shall be filed in the Child Dependency
15 Department. Between September 1, 2008 and January 5, 2009, the transferor department of
16 any such case type shall coordinate with the Child Dependency Department to schedule
17 calendar events to occur after the transfer date.

18 7. The one family-one judge principle will not be incorporated into the
19 administrative transfers required by this order.

20 8. SCR 48.4 provides that a peremptory challenge may be filed "within 3 days
21 after the party or his attorney is notified that the case has been assigned to a judge." The
22 Presiding Judge shall develop a mechanism for providing notice of the transferred cases,
23 to include identification of a common notice date triggering the 3-day time limitation.

24 9. There shall be no discretionary retention of cases by a transferor department.

25 10. The Presiding Judge may develop internal protocols, organizational re-
26 structuring, and court master assignments to implement this order.

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11. This Administrative Order shall be in effect until December 31, 2009, or until specifically modified or rescinded by subsequent Administrative Order.

Dated: August 7, 2008.

Connie J. Steinheimer
Chief Judge Connie Steinheimer
Second Judicial District Court