

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23

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

IN THE MATTER OF _____ :
ISSUANCE OF AMENDED LETTERS
IN PROBATE PROCEEDINGS IN
WHICH THE WASHOE COUNTY PUBLIC
ADMINISTRATOR IS APPOINTED.

ADMINISTRATIVE ORDER 2023-01

**[ISSUANCE OF AMENDED LETTERS TO
NICOLE KLITZKE WASHOE COUNTY PUBLIC ADMINISTRATOR]**

WHEREAS, the Second Judicial District Court Chief Judge (“Chief Judge”) has the authority to make administrative decisions pertaining to the business of the Court and issue administrative orders necessary to effectuate the orderly administration of justice within the Second Judicial District Court (“SJDC”). WDCR 2(2); NRS 3.025(2)(c);

WHEREAS Section 254.040 of the Nevada Revised Statutes provides, “Public administrators and persons employed or contracted with pursuant to NRS 253.125, as applicable, may administer on the estates of any deceased persons in any cases where by law they are entitled to administer by virtue of their position.” NRS 254.040;

1 WHEREAS public administrators must be elected by the qualified electors of their
2 respective counties in accordance with NRS 253.010(1);

3 WHEREAS on November 22, 2022, the Nevada Supreme Court certified the results
4 of the general election held November 8, 2022 by which electors of Washoe County elected
5 Nicole Klitzke as the Washoe County Public Administrator. In accordance with NRS
6 253.010(2), Nicole Klitzke succeeded Washoe County Public Administrator Donald L.
7 Cavallo after the Washoe County Board of County Commissioners canvassed the election
8 results and upon taking the oath of office for the Washoe County Public Administrator.
9 <https://electionresults.washoecounty.gov> (last visited 1/26/2023);

10 WHEREAS in his position as Washoe County Public Administrator, Donald L.
11 Cavallo was appointed as personal representative in a substantial number of proceedings
12 during his terms of office and remains the named personal representative in numerous
13 SJDC pending proceedings;

14 WHEREAS in each such proceeding the Clerk of the Court issued letters of special
15 administration, letters of administration, or letters testamentary, as appropriate; and,

16 WHEREAS to facilitate the continued orderly administration of cases in which the
17 Washoe County Public Administrator is appointed personal representative, to protect the
18 assets of estates administered by the Washoe County Public Administrator, and to facilitate
19 the Washoe County Public Administrator's continued compliance with prior SJDC orders,
20 this Administrative Order is entered.

21 //

22 //

23 //

1 Accordingly,

2 **IT IS HEREBY ORDERED:**

3 1. Effective January 3, 2023, any letters of special administration, letters of
4 administration, or letters testamentary issued in the name of Donald L. Cavallo, Washoe
5 County Public Administrator, or any prior elected Washoe County Public Administrator,
6 shall have no further force or effect.

7 2. Commencing January 3, 2023, in every proceeding brought under Title 12 of
8 Nevada Revised Statutes in which Donald L. Cavallo or any other person was appointed
9 personal representative in the official capacity of Washoe County Public Administrator, the
10 Clerk of the Court shall, upon request, issue amended letters of special administration,
11 letters of administration, or letters testamentary, as appropriate, to Nicole Klitzke, Washoe
12 County Public Administrator, upon her taking the oath required by law for a personal
13 representative.

14 DATED this 26th day of January, 2023, nunc pro tunc to January 3, 2023.

15 
16 LYNNE K. SIMONS
17 CHIEF JUDGE

18
19
20
21
22
23