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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 MATTER OF:

10 ADMINISTRATIVE TRANSFER OF
11 FAMILY DIVISION CASES TO
12 DEPARTMENT 11
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14 **ADMINISTRATIVE ORDER 2025-02**
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16 WHEREAS the Second Judicial District Court ("SJDC") Chief Judge has authority
17 to issue administrative orders pertaining to the business of the court (WDCR 2(2), NRS
18 3.025(2)(c)); and

19 WHEREAS the Chief Judge shall assign cases to each judge in the judicial district
20 (NRS 3.025(2)(a)); and

21 WHEREAS an administrative transfer of open and closed case files is appropriate
22 to balance the workload assignments of the Family Division District Judges; and

23 WHEREAS the Clerk of the Court has been tasked with randomly identifying open
24 and closed divorce or custody cases on the existing Family Division caseload as a whole
25 for reassignment to Department 11 to balance all Family Division Judges' workload and
26 caseload assignments.
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1 **Accordingly, after review, and good cause appearing, this Administrative**
2 **Order 2025-02 (“AO”) follows:**

3 1. Effective June 15, 2025, twenty percent (20%) of divorce and custody
4 cases identified by the Clerk of the Court for reassignment to Department 11 shall be
5 administratively reassigned through the Second Judicial District Court case management
6 system. Parties to the cases reassigned will receive notification via eFlex. A list of
7 closed cases identified for transfer will be provided to the existing judicial department.
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9 2. To the extent practical, any case identified for transfer with a calendar
10 event set after June 15, 2025, in the original judicial department, shall be set for the
11 same date and time in Department 11. If a previously scheduled calendar event cannot
12 be scheduled for the same date and time in Department 11, Department 11 staff shall
13 contact counsel or self-represented litigants at the earliest date possible to reschedule
14 the event.
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16 3. SCR 48.1(4)(a) provides a peremptory challenge may be filed “within 3
17 days after the party or his attorney is notified the case has been assigned to a judge.” In
18 all open cases transferred pursuant to this AO, a SCR 48.1(4)(a) notice of case transfer
19 (“Notice”) shall be filed by the Clerk of the Court. A party and/or attorney to whom the
20 Notice is sent may file a peremptory challenge within three (3) days of the Notice unless
21 evidence has been taken or an order is entered in the interim precluding peremptory
22 challenge pursuant to SCR 48.1.
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24 4. The Notice shall not be filed in closed cases identified by the Clerk of the
25 Court for reassignment into Department 11. If a closed case transferred pursuant to this
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1 AO is subsequently reopened, a party will be entitled to file a peremptory challenge as
2 pursuant to SCR 48.1(4).

3 5. The Presiding Judge of the Family Division, the Honorable Judge Cynthia
4 Lu, may develop internal protocols as necessary to implement this order.

5 6. This AO shall be in effect until specifically modified or rescinded by
6 subsequent administrative order.
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8 **IT IS SO ORDERED.**

9 DATED this 9th day of June, 2025.

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13 LYNNE K. JONES
14 CHIEF DISTRICT JUDGE
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