



## Second Judicial District Court Washoe County Law Library

### AGENDA

A meeting has been scheduled for the Law Library Board of Trustees on Wednesday, May 6, 2020, at 12:00 PM. **This meeting will be held by teleconference only due to concerns for public safety resulting from the COVID-19 emergency and pursuant to the Governor of Nevada's Declaration of Emergency Directive 006 Section 1 which suspends the requirement in NRS 241.023(1)(b) that there be a physical location designated for meetings of public bodies where members of the public are permitted to attend and participate.**

**NOTE:** Items on the agenda may be taken out of order; combined with other items; removed from the agenda; moved to the agenda of another later meeting; or may be voted on in a block. Items with a specific time designation will not be heard prior to the stated time, but may be heard later.

**Time Limits.** Public comments are welcomed during the Public Comment periods for all matters, whether listed on the agenda or not, and are limited to three minutes per person. Additionally, public comment of three minutes per person will be heard during individual action items on the agenda. **As required by the Governor's Declaration of Emergency Directive 006 Section 2, members of the public may submit public comment by logging into the ZOOM webinar by accessing the following link: <https://washoecourts.zoom.us/j/93559434330>.** NOTE: This option will require a computer with audio and video capabilities. Additionally, public comment can be submitted via email to [emily.reed@washoecourts.us](mailto:emily.reed@washoecourts.us) or by leaving a voice message at: (775) 325-6625. Voice messages received will either be broadcast into the record during the meeting or transcribed for entry into the record. The Board will make reasonable efforts to include all comments received for public comment by email and voicemail into the record. Please try to provide comments by 4:00 p.m. on May 5, 2020. Persons may not allocate unused time to other speakers.

**Responses to Public Comments.** The Board of Trustees can deliberate or take action only if a matter has been listed on an agenda properly posted prior to the meeting. During the public comment period, speakers may address matters listed or not listed on the published agenda. The Open Meeting Law does not expressly prohibit responses to public comments by the Board of Trustees. However, responses from Board members to unlisted public comment topics could become deliberation on a matter without notice to the public. On the advice of legal counsel and to ensure the public has notice of all matters the Board of Trustees will consider, Board of Trustees may choose not to respond to public comments, except to correct factual inaccuracies, ask for staff action or to ask that a matter be listed on a future agenda. The Board of Trustees may do this either during the public comment item or during the following item: "Board Comment – Limited to Announcements or Issues for Future Agendas".

Supporting documentation for agenda items provided to the Law Library Board of Trustees is available to members of the public in the lobby of 1 S. Sierra Street, Reno, Nevada 89501, and online at <https://www.washoecourts.com/LawLibrary>. Ms. Emily Reed, Assistant Court Administrator, is the person designated by the Law Library Board of Trustees to respond to requests for supporting materials. Ms. Reed is located at the Second Judicial District Court and may be reached by telephone at (775) 325-6625 or by email at [emily.reed@washoecourts.us](mailto:emily.reed@washoecourts.us).

The agenda will be:

- 12:00 PM
1. Roll Call
  2. Public Comments
  3. Approval of Minutes from Board Meeting of February 5, 2020. For possible action.
  4. Approval of Minutes from Board Meeting of March 16, 2020. For possible action.
  5. Discussion about Lawyer in the Library volunteer protocol, including a section regarding disciplinary status with the State Bar of Nevada, and creating a volunteer acknowledgment of receipt of protocol. Discussion with the State Bar of Nevada regarding the various disciplinary statuses to guide volunteer protocol. For possible action.
  6. Update regarding the Law Library, including Lawyer in the Library Update, 2020 statistics on volunteers, attendance, and topics covered.
  7. Update regarding the Law Library during the COVID-19 closure and next steps to reopen. For possible action.
  8. Review of updated Law Library Board of Trustees member application and discussion about any additional questions to be added to the application. For possible action.
  9. Update and discussion about creation of informational videos about the court system and court procedure for the public. For possible action.
  10. Board Comment – Limited to Announcements or Issues for Future Agendas
  11. Public Comments
  12. Adjournment

The agenda for this meeting has been posted at the following online locations: the Second Judicial District Court (<https://www.washoecourts.com/>), the Nevada Public Notice Website (<https://notice.nv.gov/>) and the Washoe County Law Library at <https://www.washoecourts.com/LawLibrary>.

WASHOE COUNTY LAW LIBRARY  
SECOND JUDICIAL DISTRICT COURT  
**Law Library Board of Trustees**  
**Meeting Minutes**

February 5, 2020

1. Roll Call

Board Members present:

Honorable Connie Steinheimer, Patricia Halstead, Cortney Young, and Mike Kattelman.

Also present were Stephan Hollandsworth, Deputy District Attorney, Sarah Bates, Law Librarian, and Emily Reed, Self Help Center and Law Library Program Manager.

2. Public Comments

None.

3. Approval of Minutes from Board Meeting of December 4, 2019.\*

Mike Kattelman moved for the approval of the minutes, second by Cortney Young. Unanimous approval.

4. Update regarding the Law Library, including Lawyer in the Library Update, 2020 statistics on volunteers, attendance, and topics covered; Law Library Statistics for 2019, including statistics on number of patrons and the number and type of materials and resources used.

Chad Johnson, Law Library Assistant III, has resigned and the position has been posted.

Nevada Legal Services (NLS), Volunteer Attorneys for Rural Nevadans (VARN), and the Nevada Supreme Court Law Library all offer programs similar to the Lawyer in the Library program.

The Law Library's annual report was received by the Board of County Commissioners without question and Patricia Halstead was appointed to the open position on the Law Library Board of Trustees.

5. Nomination and election for Law Library Board of Trustees officer positions of President and Secretary.

Judge Steinheimer was nominated by Mr. Kattelman to continue her service as President, second by Ms. Young. Unanimous approval.

Ms. Young was nominated as Secretary by Mr. Kattelman, second by Ms.

Halstead. Unanimous approval.

6. Review of base application for all Washoe County, Nevada, Boards and Commissions, and discussion about any additional questions to be added to the Law Library Board of Trustees application.

Discussion regarding additions to and subtractions from the proposed application. This is tabled to next meeting. Mr. Hollandsworth to get answers to Board's questions regarding what information is required on the application.

7. Discussion about Lawyer in the Library volunteer policies and creating a volunteer acknowledgment of receipt of policies.

Discussion regarding adding a section to the volunteer policy requiring volunteers have good standing with the State Bar. Approved with changes and continued to next meeting pending input from State Bar Counsel. Item to be added to future meeting agenda.

8. Discussion on creating a children's area in the Law Library and request to pursue grant funding for the same.

Ms. Bates explained that current children's area is insufficient. Proposal is a more robust area for children and plan is to seek grant funding for needed materials. Weeding may be necessary to make room for children's area.

Judge Steinheimer asked for a list of items prior to weeding.

Motion by Mr. Kattelman for Law Library staff to pursue grant funding and compile a list of items to be weeded. Ms. Young seconded. Unanimous approval.

9. Update and discussion about creation of informational videos about the court system and court procedure for the public.

Mr. Kattleman to obtain the check intended to fund videos. Materials and request for additional support will come after Family Law Conference. Consult with Legal Aid Center of Southern Nevada. The first video will be about Homesteads, created by Ms. Halstead. Discussion tabled for next meeting.

10. Board Comment – Limited to Announcements or Issues for Future Agendas

Agenda items 6 & 7 to be placed on future meeting agenda.

Board would like a list of proposed weeded items to be removed to make room for children's space. Possible request for additional funds for children's space, if needed.

11. Public Comments.  
None.

12. Adjournment at 1:10 p.m.; Next meeting May 6, 2020 at 12:00 pm

WASHOE COUNTY LAW LIBRARY  
SECOND JUDICIAL DISTRICT COURT  
**Law Library Board of Trustees**  
**Meeting Minutes**

March 16, 2020, 2:30 p.m.

1. Roll Call

Board Members present:

Honorable Connie Steinheimer, Patricia Halstead, Cortney Young, and Mike Kattelman.

Also present were Lindsay Liddell, Deputy District Attorney, and Emily Reed, Assistant Court Administrator.

2. Public Comments

None.

3. Discussion and possible action regarding emergency action due to COVID 19 and possible closure of the Law Library until the Second Judicial District Court determines it is appropriate to reopen.

Ms. Reed advised of several changes that have occurred and requested board authority to close the law library due to COVID-19 until further notice. Ms. Reed further requested board authority to allow the Second Judicial District Court the discretion to re-open the law library.

Michael Kattelman made a motion to approve closure of the library and to provide the District Court authorization to re-open at its discretion. Cortney Young seconded the motion.

Judge Steinheimer called for discussion and there was none. Motion passed unanimously.

Judge Steinheimer noted that this meeting was an emergency meeting and that the 3 day notice requirement had not been satisfied. However, notice was posted and the meeting was held at the law library in the conference room. The reason for the emergency meeting was to address a plan of action amid the recent COVID 19 outbreak and to implement rules following Federal guidance and guidance of the CDC.

4. Public Comments.

None.

5. Adjournment at 2:36 p.m.; Next meeting May 6, 2020 at 12:00 pm

# LAWYER IN THE LIBRARY PROGRAM PROTOCOL FOR VOLUNTEER LAWYERS

## THANK YOU FOR VOLUNTEERING!

The goal of *Lawyer in the Library* is to educate and equip members of the general public to address common legal issues and/or function within our legal system. By volunteering, you have pledged not to benefit in any way as a result of your participation. ***You may not accept a program participant as a client.***

1. **PLEASE BE ON TIME.** *Lawyer in the Library* is from 5-7pm on Tuesday and Wednesday evenings. All participants arrive at 4:25. Some participants have been waiting over an hour to see you, so please try to be prompt. If it is your first time to volunteer, it is helpful if you can arrive 10 minutes early.
2. **CALLING PARTICIPANTS.** When you are ready to see a participant, please call the appropriate number. If no one responds, simply move on to the next number. As you see participants, please put their numbered ping-pong ball in the container.
3. **KEEP IT BRIEF.** Limit your discussions with each participant to 10 to 15 minutes. To be fair, please use a timer. The Law Library takes as many as 10 participants per evening per attorney.
4. **STAY ON TRACK.** Participants often will want to give you a number of personal details about their case. However, you may wish to politely remind them that in order to be fair to the other participants who are waiting, you only have time to focus on one major issue in the case.

If the participant does not have a legitimate legal question or is in any way making you feel uncomfortable, do not hesitate to end the session early.

5. **KEEP IT SIMPLE.** Try not to use legal jargon. You will find a wide variety of education and comprehension levels, please adjust your consultation to the needs of each participant.
6. **MAKE REFERRALS WHEN APPROPRIATE.** You will find a list of community resources and a participant referral sheet later in this binder. You may give these to participants to refer them to agencies that handle a variety of legal and other problems.
7. **DO NOT DISCUSS CONFIDENTIAL INFORMATION.** Please check the intake sheet for opposing party conflicts. Do not discuss parties involved or confidential or personal information with the participants. Identify, disclose and avoid any potential conflict of interest.
8. **YOU MUST HAVE AN ACTIVE STATE BAR OF NEVADA LICENSE.** To volunteer, you must be licensed and in good standing with the State Bar of Nevada. Participation is limited to those attorneys who do not have pending disciplinary action, unless approved by the Law Library Board of Trustees.

We appreciate your service.

If you have any questions, please do not hesitate to ask the Law Library staff.

## Acknowledgement

I acknowledge that I have read the Lawyer in the Library Protocol for Volunteer Lawyers, understood it, and agree to abide by it. I acknowledge that my participation in the Lawyer in the Library program is contingent upon following the Lawyer in the Library Protocol for Volunteer Lawyers.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_



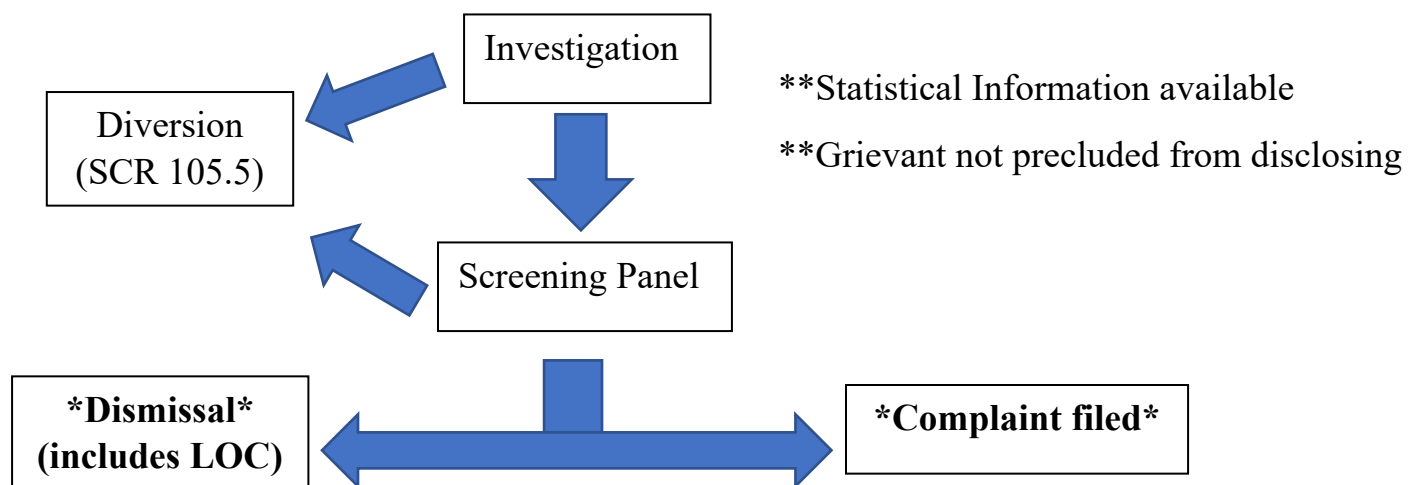
# Public Nature of State Bar Discipline

## SCR 102- “Types of Discipline”

Misconduct is grounds for:

- Irrevocable **disbarment** by the supreme court.
- **Suspension** by the supreme court. A suspension of 6 months or less shall not require proof of rehabilitation; a suspension of more than 6 months shall require proof of rehabilitation to be demonstrated in a reinstatement proceeding under Rule 116.
- Temporary restraining order regarding funds.
- **Temporary suspension** by the supreme court. (if Panel has recommended disbarment or attorney shows substantial threat of serious harm to the public)
- **Public reprimand or letter of reprimand**, with or without conditions, including but not limited to restitution, a fine, or both a reprimand and a fine, imposed by the supreme court or a hearing panel. **\*\*Amended 2015\*\***
- **Letter of reprimand**, with or without conditions, including but not limited to restitution, a fine of up to \$1,000, or both a reprimand and a fine, imposed by a screening panel of the disciplinary board pursuant to Rule 105(1).
- **Letter of caution** imposed by a hearing or screening panel of the disciplinary board and issued by bar counsel, or imposed by the supreme court, which is a dismissal but cautions the attorney regarding specific conduct and/or disciplinary rules. A letter of caution may not be used as an aggravating factor in any subsequent disciplinary proceeding.

## SCR 105- Procedure on receipt of complaint.



# SCR 121- Confidentiality

1. **Generally.** All proceedings involving allegations of misconduct by an attorney shall be kept confidential until the filing of a formal complaint. All participants in a proceeding, including anyone connected with it, shall conduct themselves so as to maintain the confidentiality of the proceeding until a formal complaint is filed.

2. **When no formal complaint filed.** In the event no formal complaint is filed, the disciplinary proceeding shall become public upon its conclusion, whether by dismissal or otherwise. **\*Amended 2007\***

3. **Reciprocal discipline.** Proceedings under Rule 114, concerning the imposition of reciprocal discipline, shall be public.

4. **Temporary restraining order regarding funds under Rule 102(3).**

5. **Temporary suspension under Rule 102(4).**

6. **Temporary suspension under Rule 111.** Proceedings under Rule 111, concerning attorneys convicted of crimes, shall be public.

7. **Transfers to disability inactive status.**

8. **Transfers from disability inactive status.**

9. **Reinstatement.** Reinstatement proceedings under Rule 116 shall be public.

10. **Disbarment by consent.** Disbarments by consent under Rule 112 shall be public.

11. **What becomes public.** Once a matter has become public pursuant to this rule, all records of the lawyer discipline agency shall become public except bar counsel's work product and the panel's deliberations. **\*\*SCR 121.1- Dissemination of license status, discipline, and disability information\*\***

12. **Proceedings before the supreme court.** Unless these rules specifically provide that a matter in the supreme court is confidential, all filed documents and arguments in lawyer discipline proceedings in the supreme court shall be public, unless for good cause shown, the supreme court enters an order sealing all or part of the record in the court.

13. **Cooperation with certain investigations.** This rule shall not deny access to relevant information to authorized agencies investigating the qualifications of judicial candidates, or to other jurisdictions investigating qualifications for admission to practice, or to law enforcement agencies investigating qualifications for government employment.

14. **Expungement.** On December 31 of each year, the state bar shall expunge all records or other evidence of grievances that have been terminated by dismissal for more than three years, except that upon application by the state bar, notice to the attorney and a showing of good cause, the supreme court may permit the state bar to retain such records for an additional period of time, not to exceed three years. After a file has been expunged, any response to an inquiry regarding a reference to the matter shall state that there is no record of such matter.

15. **Statements by the State Bar of Nevada.** Notwithstanding Rule 121(1), the state bar may disseminate the procedural status and the general nature of a grievance or complaint upon request.

16. **Exclusions.** These rules shall not prohibit any complainant, the accused attorney, or any witnesses from discussing publicly the existence of the proceedings under these rules or the underlying facts related thereto. However, disclosures made under this subsection, in whatever form or by whatever means, outside the disciplinary process shall not be covered by the civil immunity afforded in Rule 106(1).

Order is available to the Public, but not the underlying record

**SECOND JUDICIAL DISTRICT COURT STATISTICS****WASHOE COUNTY LAW LIBRARY IN PERSON VISITS****JANUARY-MARCH 2020**

TIME	GENERAL PUBLIC	ATTY OR OTH LGL PROF	TOTAL
8:00 AM - 10:00 AM	113	23	136
10:00 AM - 12:00 PM	640	51	691
12:00 PM - 3:00 PM	599	34	633
3:00 PM - 5:00 PM	939	23	962
5:00 PM - 7:00 PM	476	11	487
<b>TOTAL</b>			<b>2909</b>

**WASHOE COUNTY LAW LIBRARY TELEPHONE CALLS****JANUARY-MARCH 2020**

TIME	GENERAL PUBLIC	ATTY OR OTH LGL PROF	TOTAL
8:00 AM - 10:00 AM	50	5	55
10:00 AM - 12:00 PM	147	9	156
12:00 PM - 3:00 PM	147	5	152
3:00 PM - 5:00 PM	88	6	94
5:00 PM - 7:00 PM	1	3	4
<b>TOTAL</b>			<b>461</b>

**LAWYER IN THE LIBRARY****JANUARY-MARCH 2020**

PROGRAMS	ATTORNEYS	NEW ATTORNEYS	PARTICIPANTS	TURNED AWAY
Family Law	20	1	143	10
General Law	21	2	130	0
Probate	4	1	13	0
<b>TOTAL</b>	<b>45</b>	<b>4</b>	<b>286</b>	<b>10</b>

**WASHOE COUNTY LAW LIBRARY ELECTRONIC USAGE****JANUARY-MARCH 2020**

ELECTRONIC USAGE	TOTAL
Circulation of Books	103
EBSCO	31
Email- Ask a Librarian	15
Inhouse Usage	172
Internet/ Contexte	249
Westlaw Searches	2489
<b>TOTAL</b>	<b>3059</b>

**SECOND JUDICIAL DISTRICT COURT STATISTICS****WASHOE COUNTY LAW LIBRARY REFERENCE****JANUARY-MARCH 2020**

REFERENCE QUESTIONS	GENERAL PUBLIC	ATTY OR OTH LGL PROF	TOTAL
<b>Family Law</b>			
Adoption/ Termination of Parental Rights	10	0	10
Answers	11	0	11
Child Custody	29	0	29
Child Support	17	0	17
Divorce/ Annulment/Separation	45	0	45
Domestic Violence/TPO/EPO	5	0	5
Family Court Procedures/Packets	93	0	93

Guardianships Adult/Minor	24	0	24
Name Change Adult/Minor	12	0	12
Motions/Notice/Emergency	49	0	49
Oppositions/Objections	3	0	3
<b>Law Library Reference</b>			
Appeals	4	0	4
Civil Complaints/Petitions	46	0	46
Civil Procedure/State/Federal	23	0	23
Civil Rights/Constitutional Law	2	0	2
Contract	6	0	6
Criminal Law and Defense	18	0	18
Employment/Labor	5	0	5
Immigration	3	0	3
Landlord/Tenant Rights	10	0	10
Medical	8	0	8
Military/Veterans Rights	1	0	1
Personal Injury/Damages	1	0	1
Probate/Wills/Trusts/Estate Planning	53	0	53
Rogue Title	3	0	3
Sealing of Criminal Record	24	0	24
<b>Law Library Services</b>			
Liberty Catalog/Circulation	118	54	172
Copier Use/ Change	104	12	116
Eflex / E-Filing	31	1	32
Internet/ Contexte	208	2	210
Lawyer in the Library Info./Referrals	228	2	230
Westlaw	45	49	94
<b>Other Functions</b>			
Copies of Court Records	7	0	7
Referrals To Other Services/NLS/WLS	58	0	58
Other	117	4	121
			<b>1545</b>

**LAWYER IN THE LIBRARY PROGRAM FOR FAMILY, GENERAL & PROBATE  
PROGRAM**

FAMILY LAW  
JANUARY-APRIL 2020

<b>MONTH</b>	<b>ATTORNEY</b>	<b>ATTORNEYS PER SESSION</b>	<b>NEW ATTORNEYS</b>	<b>PARTICIPANTS</b>	<b>TURNED AWAY</b>
JAN. 7, 2020	Kendra Jepsen & Gary Silverman	2	0	20	2
JAN. 14, 2020	Michael Roth & Gary Silverman	2	0	16	0
JAN. 21, 2020	Travis Clark & Kevin Ryan	2	0	19	1
JAN. 28, 2020	Michael Roth	1	0	10	2
FEB. 4, 2020	Mikyla Miller & Elizabeth Bittner	2	0	13	0
FEB. 11, 2020	Bronagh Kelly & Jill Whitbeck	2	0	17	0
FEB. 18, 2020	Benjamin Albers & Kendra Jepsen	2	1	6	0
FEB. 25, 2020	Kenton Karracsh & Gary Silverman	2	0	16	0
MAR 3, 2020	Kendra Jepsen	1	0	10	5
MAR 10, 2020	Lisa Fraas & Michael Roth	2	0	12	0
MAR 17, 2020	Program cancelled	0	0	0	0
MAR 24, 2020	Program cancelled	0	0	0	0
MAR 31, 2020	Andriea Aden & Lisa Fraas	2	0	4	0
APR. 7, 2020	Kevin Ryan & Janet Traut	2	0	8	0
APR. 14, 2020	Tehan Slocum & Andriea Aden	2	0	6	0
APR 21, 2020	Bronagh Kelly & Lisa Fraas	2	0	10	0
APR 28, 2020	Bronagh Kelly & Janet Traut	2	0	10	0
<b>TOTALS</b>		28	1	177	10

Total of Attorneys Per Session- 28

Total of New Attorneys - 1

Total Assisted – 177

Total Family Law Turned Away – 10

GENERAL LAW  
JANUARY-APRIL 2020

<b>MONTH</b>	<b>ATTORNEY</b>	<b>ATTORNEYS PER SESSION</b>	<b>NEW ATTORNEYS</b>	<b>PARTICIPANTS</b>	<b>TURNE AWAY</b>
JAN. 8, 2020	Sarah Molleck and Michael Alonso	2	0	18	0
JAN. 15, 2020	Colton Loretz & Richard Cornell	2	0	15	0
JAN. 22, 2020	Sarah Molleck, Luke Molleck & Kevin Karp	3	0	10	0
JAN. 29, 2020	Michael Alonso & Aaron Richter	2	1	12	0
FEB. 5, 2020	Michael Alonso & Pete Cladianos III	2	0	15	0
FEB. 12, 2020	Colton Loretz & Sarah Molleck	2	0	11	0
FEB. 19, 2020	Madelyn Shipman & John Samberg	2	0	7	0
FEB. 26, 2020	Leah Wigren & Kevin Karp	2	0	14	0
MAR 4, 2020	Adam McMillen & Richard Cornell	2	0	10	0
MAR 11, 2020	Damon Booth & Roger Harada	2	1	18	0
MAR 18, 2020	Program cancelled	0	0	0	0
MAR 25, 2020	Program cancelled	0	0	0	0
APR 1, 2020	Michael Alonso & Leah Wigren	2	0	4	0
APR 8, 2020	Colton Loretz	1	0	4	0
APR 15, 2020	Philip Mannelly	1	0	3	0
APR 22, 2020	Adam McMillen	1	0	3	0
APR 29, 2020	John Samberg	1	0	5	0
<b>TOTALS</b>		25	2	149	0

Total of Attorneys Per Session- 25

Total of New Attorneys- 2

Total Assisted- 149

Total General Law Turned Away- 0

PROBATE LAW  
JANUARY – APRIL 2020

<b>MONTH</b>	<b>ATTORNEY</b>	<b>ATTORNEYS PER SESSION</b>	<b>NEW ATTORNEYS</b>	<b>PARTICIPANTS</b>	<b>TURNE AWAY</b>
JAN. 15, 2020	Brian Saeman & John White	2	0	8	0
FEB. 19, 2020	Kristen Matteoni & Nicole Harvey	2	1	5	0
MAR 18,2020	Program cancelled	0	0	0	0
APR 1, 2020	Robert Broili	1	0	0	0
APR 8, 2020	Debra Nicholson	1	0	4	0
APR 15, 2020	Robert Broili	1	0	3	0
APR 22, 2020	Nicole Harvey	1	0	1	0
APR 29, 2020	Nicole Harvey	1	0	2	0
<b>TOTALS</b>		9	1	23	0

Total of Attorneys Per Session- 9

Total of New Attorneys - 1

Total Assisted – 23

Total Probate Law Turned Away - 0





THE LAW LIBRARY &  
RESOURCE CENTER  
DURING THE COVID-19  
PANDEMIC



We are open for business:



PHONE



EMAIL



LIVE CHAT

# Protection Order Help Center:

## March

- Calls: 711
- Applications processed: 167

## April 1 - April 21

- Calls: 396
- Emails: 687
- Applications processed: 87
- Other Filings: 140

- STOP Grant
  - Sofia Colabianchi - Bilingual Advocate with Safe Embrace
  - Text Messages
    - Updated with telephonic appearance information
- We are seeing a decrease in applications. Applications can be filed:
  - Drop Box
  - Email
  - eFlex - check out our video!
- Confusion with type of protection order to request.

# Updated and New Material:

## Different Types of Protection Orders and How to File During Quarantine

Reno/Sparks Justice Courts: Stalking & Harassment Orders	Second Judicial District Court: Temporary & Extended Protection Orders
<p>Reno Justice Court: 775-325-6501 Sparks Justice Court: 775-353-7600</p> <p>You can request a Stalking and Harassment Order in the Reno or Sparks Townships if you and the <b>adverse party</b> are:</p> <ul style="list-style-type: none"> <li>- NOT in a dating relationship, or have never been in a dating relationship                             <ul style="list-style-type: none"> <li>• This includes: neighbors, roommates, friends, etc.</li> </ul> </li> <li>- Specific blood relations                             <ul style="list-style-type: none"> <li>• This is limited to Siblings or Cousins</li> </ul> </li> </ul> <p><i>Ways to Apply at Reno Justice Court:</i></p> <ol style="list-style-type: none"> <li>1. Find Documents Online - <a href="https://www.washoecounty.us/rjc/divisions/civil/services/stalking-harassment/stalking-harassment-howto-apply.php">https://www.washoecounty.us/rjc/divisions/civil/services/stalking-harassment/stalking-harassment-howto-apply.php</a></li> <li>2. Email PDF's of the required documents to: <a href="mailto:RJCcivil@washoecounty.us">RJCcivil@washoecounty.us</a></li> <li>3. File the documents electronically: <a href="https://www.washoecounty.us/rjc/">https://www.washoecounty.us/rjc/</a></li> </ol> <p><i>Ways to Apply at Sparks Justice Court:</i></p> <ol style="list-style-type: none"> <li>1. Find Documents Online - <a href="https://www.washoecounty.us/sje/tpo.php">https://www.washoecounty.us/sje/tpo.php</a></li> <li>2. Email PDF's of the required documents to: <a href="mailto:SJCCriminal@washoecounty.us">SJCCriminal@washoecounty.us</a></li> <li>3. FAX Documents to: 775-352-3004</li> <li>4. Application can be dropped off in the SJC "dropbox" next to the flagpole at 1675 E Prater Way #107</li> </ol>	<p>Protection Order Help Center: 775-328-3127</p> <p>You can request a protection order if you and the <b>adverse party</b> are:</p> <ul style="list-style-type: none"> <li>- Closely related by blood or marriage (parent, child, grandmother/father, in-law, step-parent)                             <ul style="list-style-type: none"> <li>• This does not include a sibling or cousin, unless there is a custodial or guardianship relationship between you and that sibling or cousin.</li> </ul> </li> <li>- Married or registered domestic partners</li> <li>- Divorced or separated</li> <li>- Dating or used to date ("frequent, intimate associations primarily characterized by the expectation of affection or sexual involvement." The term does not include a casual relationship)</li> <li>- Parents of a child in common</li> </ul> <p><i>Ways to Apply:</i></p> <ol style="list-style-type: none"> <li>1. Online Anytime through an Efilex account - <a href="https://www.washoecourts.com/DomesticViolence">https://www.washoecourts.com/DomesticViolence</a></li> <li>2. Email PDF's of the required documents to: <a href="mailto:pohe@washoecourts.us">pohe@washoecourts.us</a></li> <li>3. Call Safe Embrace and schedule an appointment - (775) 322-3466 OR 775-324-3766</li> <li>4. Call the Domestic Violence Resource Center (DVRC) and schedule an appointment - (775) 329-4150</li> <li>5. Applications can be picked up and dropped off on the first floor of the 1 S. Sierra St. courthouse</li> </ol>

The screenshot shows a YouTube video player with a browser window in the background. The browser window displays the Efilex web portal for the Second Judicial District Court of Washoe County. The page is titled "Add Additional Addresses" and contains several sections:

- Identifying Marks:** A text field containing "TATTOOS ON ARMS".
- Contact Information:** Fields for "Address Line 1" (222 MAIN STREET), "City" (RENO), "State" (NEBRASKA), and "Country" (MONTANA).
- Adverse Party Firearms/Weapons History:** A series of questions with radio button options:
  - "Does the Adverse Party own, have access to, or have a permit to purchase a weapon?" (Yes, No, I don't know)
  - "Does the Adverse Party have a Carrying Concealed Weapon (CCW) permit?" (Yes, No)
  - "Has the Adverse Party been arrested, harassed, or injured by a firearm or any other weapon?" (Yes, No)
- Adverse Party Hazard Information:** Questions about disabilities and violent behavior history with radio button options.

The video player shows the video has 45 views and was posted on April 10, 2020. The channel name is "Second Judicial District Court Washoe County".

# Law Library:

- We have a new hire! Natalie Villegas started on Monday, April 20, 2020.
  - Onboarding: through Zoom & Office 365
- We will have a retirement. Nikki Cohn will retire Friday, May 1, 2020.
- Virtual Lawyer in the Library - 28 people served
  - Access to Justice & CLE Credit; 21 volunteers scheduled for May
- Online access to Westlaw Next, EBSCO, Gale Legal Forms, & Ask-a-Librarian.
- Next Law Library Board of Trustees meeting, May 6, 2020, at 12 noon.
- Article for the Writ & Westpac
- Updating patron records - 327 records
- Catalog records updated - 521



# Resource Center:

- April 11-18 on Live Chat: 145 chats
- April Phone Calls: 842
- Creating eFiling training videos
- Creating and updating COVID-19 webpage
- Processing eFlex accounts & cleaning up requests without user agreements
- Rule 8 queue; responding to eFlex questions
- On site - 1 person per day from 1 - 5 p.m.
- Merging and consolidation of @ numbers - over 400
- Online training attended
- Working with NCJFCJ to see if we can modify our in-person trainings to online trainings
- Translating handouts
- Setting Team Goals

# Challenges:

- Working from home.
- Bad internet connections and other technology difficulties.
- Cross training & training a new hire
- Meeting the needs of our public who do not have access to reliable internet or printers.
- Meeting the needs of our public who do not have any level of comfort with computers.



# What's Next?

- Possibility of adding the following services:
  - Curbside Lending and Book Returns
  - Zoom Appointments for Resource Center Services
  - Electronic Notary Services (Sarah and Elizabeth are in the process of getting this set up)
  - Updating Packets and Forms to be more compatible with reading software
  - Google Phone
  - Online Packet and Form Ordering
  - Researching other innovative ways to offer services
- Making sure moral stays high:
  - Providing training opportunities
  - Encouraging innovation
  - Encouraging those on site to contribute to Court wide efforts
  - Regular team meetings & one-on-one check-ins



## Application Form

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### Profile

First Name

Middle Initial

Last Name

Email Address

Home Address

Suite or Apt

City

State

Postal Code

Primary Phone

Alternate Phone

### What district do you live in? \*

None Selected

Question applies to Washoe County Board of Adjustment, Washoe County Planning Commission

### Do you live in unincorporated Washoe County?

Yes  No

### How long have you lived in Washoe County?

### How long have you lived in your district?

Question applies to multiple boards

### Are you registered to vote in Washoe County?

Yes  No

Employer

Job Title

### Which Boards would you like to apply for?

- Reno-Tahoe Airport Authority Airport Noise Advisory Panel (ANAP)
- Truckee River Fund Advisory
- Washoe County Board of Adjustment
- Washoe County Planning Commission
- Washoe County Regional Animal Advisory Board
- Washoe County Senior Services Advisory Board

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### Interests & Experiences



Question applies to Washoe County Advisory Board to Manage Wildlife

**Please select which position you are applying for. \***

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None Selected

Question applies to Washoe County Regional Animal Advisory Board

**Which board position are you applying for? \***

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None Selected

Please tell us about yourself and why you want to serve.

**Why are you interested in serving on this board or commission?**

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Upload a Resume

Question applies to Washoe County Advisory Board to Manage Wildlife

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Please attach a letter of recommendation.

Question applies to Washoe County Law Library Board of Trustees

**How do you feel you are qualified to serve on this board? Please include any past board or commission experience.**

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Question applies to Washoe County Law Library Board of Trustees

**Which position are you applying for? \***

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None Selected

Question applies to Washoe County Law Library Board of Trustees

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Have you ever been publicly reprimanded? If yes, please attach a letter of explanation.

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## **Nepotism**

**Are you related to anyone employed by Washoe County by blood or marriage?**

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Yes  No

**If yes, please list the names and relationship of all persons you are related to.**

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Question applies to Washoe County Law Library Board of Trustees

**Are you related to anyone employed by Second Judicial District Court or the Law Library?**

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Yes  No

Question applies to Washoe County Law Library Board of Trustees

**If yes, please list the names and relationship of all persons you are related to.**

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