

FILED

JUN 14 2021

By: 

JUSTICE COURT, CARLIN TOWNSHIP
MUNICIPAL COURT, CITY OF CARLIN
ELKO COUNTY, NEVADA

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4 **IN THE ADMINISTRATIVE MATTER OF**
5 **CARLIN JUSTICE COURT AND CARLIN**
6 **MUNICIPAL COURT REGARDING**
7 **TEMPORARY PROCEDURES IN**
8 **RESPONSE TO CORONAVIRUS DISEASE**
9 **(COVID-19)**

ADMINISTRATIVE ORDER # 21-01

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11 WHEREAS, on March 12, 2020, Governor Steve Sisolak declared a state of emergency in
12 Nevada in response to the Coronavirus Disease (COVID-19) pandemic, and

13 WHEREAS, with the re-opening of businesses, schools, and other public entities, as well
14 as relaxed restrictions on social distancing and other health guidelines and directives issued by the
15 CDC, the State of Nevada health department, the Governor, Elko County and the City of Carlin,

16 The judge of the Carlin Justice Court and the Carlin Municipal Court determines that
17 updates and revisions to current temporary alterations to court procedures are appropriate. The
18 authority of the judge to make such decisions is authorized by NRS 4.157 and NRS 5.021.

19 THEREFORE, IT IS HEREBY ORDERED, that the following procedures, practices and
20 policies shall be adhered to. Exceptions to these procedures, practices and policies may be
21 authorized by the judge of the Carlin Justice and/or Municipal Court or a judicial officer
22 performing the duties of the judge of the Carlin Justice and/or Municipal Court.

- 23 1. Court participants may be permitted to appear remotely via the Zoom
24 application/platform or via telephonic equipment when appropriate. Attorneys are
25 asked to utilize a stationary webcam from their offices to enhance video quality;
26 members of the public are asked to connect to the Zoom app by using a computer or
27 smartphone if possible. When deemed appropriate by the court to hold a hearing
28 virtually or telephonically, the court will notify the parties as to whether the hearing
will be held via Zoom or via telephone. The notification will include the link and
information on how to join the Zoom meeting or information on how the participant

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can attend telephonically. Therefore, it is imperative that the court have correct and current email addresses and telephone numbers for all parties who appear before the court in either of these platforms.

2. Access to the court office window and to the courtroom may be limited to court participants, minor children who are accompanying court participants, and other individuals who are filing documents, making payments or retrieving paperwork from the court office. Individuals who do not have personal business with the court are encouraged to remain outside of the building.
3. All persons in publicly accessible areas inside the courthouse and the courtroom who are not fully vaccinated against COVID-19 are required to wear face coverings. This requirement may be waived by the judge when deemed appropriate. To ensure a complete and accurate court record, the judge may allow persons actively participating in a court hearing to remove their face coverings.
4. Prior to entering the courtroom, all persons shall undergo a COVID-19 screening, including but not limited to, answering questions regarding symptoms and exposure of COVID-19 and a temperature check. The judge and court staff shall submit to temperature checks. Any person who is not comfortable or agreeable with compliance of these requirements shall not enter the courtroom. The court will reschedule their court proceeding/hearing, and if possible, the proceeding/hearing may be held in an alternative format, other than in person.
5. All marriage solemnizations shall be conducted outside of the courthouse when practicable. Wedding guests must remain outside of the building unless admitted inside by the judge.
6. Jury trials shall resume in the Carlin Justice Court and/or the Carlin Municipal Court and will be held in person. The proceedings shall be conducted in compliance with COVID-19 guidance from the CDC, federal guidelines and/or mandates, Nevada state mandates and guidelines and local health departments and governing bodies. The judge shall have discretion to limit the number of people in the courtroom who are not directly involved in the proceedings. The court shall make every effort, within the court's ability, to make the court proceedings available for public access.

- 1 7. Bench trials in the Carlin Justice Court and/or the Carlin Municipal Court will take
2 place in person. The judge shall have discretion to limit the number of people in the
3 courtroom who are not directly involved in the proceedings. The court shall make
4 every effort, within the court's ability, to make the court proceedings available for
5 public access.
- 6 8. Any person arrested on minor traffic offenses may be released on their own
7 recognizance and shall be assigned a court date to appear. Please refer to Appendix A
8 for designated dates for the Carlin Courts. Any person arrested on misdemeanor bench
9 warrants or misdemeanor arrest warrants shall pay the amount of bail listed on the
10 warrant unless the judge or other judicial officer acting on behalf of the judge adjusts
11 the amount of bail or releases the person on their own recognizance. Any person
12 arrested on misdemeanor bench warrants with a **NO BAIL HOLD** shall be seen by the
13 judge of the Carlin Justice Court and/or the Carlin Municipal Court or another judicial
14 officer acting on behalf of the judge prior to release.
- 15 9. Any person with an active misdemeanor bench warrant (including traffic) may contact
16 the court to request a hearing. Said hearing may be held in person, telephonically or
17 via Zoom at the court's discretion. When the person appears at the hearing, the warrant
18 may be withdrawn.
- 19 10. The court encourages individuals to file court documents via fax, mail or by email
20 when possible. Electronic filings with electronic signatures are acceptable to the court.
21 Signed documents submitted via fax and signed and scanned documents submitted
22 through email or other electronic format, are acceptable to the court.
- 23 11. Restrictions are in place for persons coming to the court window to conduct business.
24 Any person who is not comfortable or does not agree with these requirements shall
25 conduct court business via telephone, email, fax, or an alternative format, other than in
26 person.
- 27 a. One person or party at a time will be seen at the court window. All others, not
28 connected with the party being served, shall wait outside of the building or in
the front lobby of the building and shall wear a face covering while indoors
unless they are fully vaccinated against COVID-19.
- b. All parties conducting business at the court office window shall wear a face
covering unless they are fully vaccinated against COVID-19.

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IT IS FURTHER ORDERED that Administrative Order 20-03, issued on November 4, 2020, is hereby RESCINDED in its entirety.

This Administrative Order takes effect immediately and shall continue in force and effect until it is modified or rescinded by a subsequent Administrative Order of the Carlin Justice and Municipal Courts.

IT IS SO ORDERED this 14th day of June 2021.



Teri Feasel
Justice of the Peace/Municipal Court Judge

Court Contact Information

Telephone 775-754-6321; Fax 775-754-6893; email carlincourts@elkocountynv.net

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APPENDIX A

**CARLIN JUSTICE/MUNICIPAL COURT
JUDGE TERI FEASEL
PO BOX 789, 101 SOUTH 8TH STREET
CARLIN, NV 89822
PH 775-754-6321/FAX 775-754-6893**

APPEARANCE DATES FOR 2021

THURSDAY, JANUARY 21, 2021	9:30 A.M.
THURSDAY, FEBRUARY 18, 2021	9:30 A.M.
THURSDAY, MARCH 18, 2021	9:30 A.M.
THURSDAY, APRIL 15, 2021	9:30 A.M.
THURSDAY, MAY 20, 2021	9:30 A.M.
THURSDAY, JUNE 17, 2021	9:30 A.M.
THURSDAY, JULY 15, 2021	9:30 A.M.
THURSDAY, AUGUST 19, 2021	9:30 A.M.
THURSDAY, SEPT. 16, 2021	9:30 A.M.
THURSDAY, OCT. 21, 2021	9:30 A.M.
THURSDAY, NOV. 18, 2021	9:30 A.M.
THURSDAY, DEC. 16, 2021	9:30 A.M.