TENTH JUDICIAL DISTRICT COURT
CHURCHILL COUNTY
STATE OF NEVADA

THOMAS L. STOCKARD
District Judge
Department I

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MEMORANDUM

DATE: August 7, 2013

TO: Justice Court, Municipal Court, District Attorney, Public Defender, Counsel, In Proper Person Litigants, JPO, DCFS, Parole and Probation, Sheriff, and Court Services

FROM: Court Administrator

RE: Policy Regarding Handling Filed, Lodged and Presumptively Confidential Documents

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Attached is the Order Adopting Policy for Handling Filed, Lodged and Presumptively Confidential Documents for your review. Please be advised that the Tenth Judicial will implement this new policy in accordance with the Supreme Court's Order of July 22, 2013 adopting the policy and making it effective 30 days from the date of the order.

Please make sure that any documents filed with the Tenth Judicial District Court comply with this new policy as of August 22, 2013.

It will be the responsibility of the agency, entity or person filing or submitting a document that is considered presumptively confidential and non-public to submit it in a format that immediately identities it as such to the Court Clerks at the time it is submitted for processing at the Court.

It will further be the responsibility of the agency, entity or person filing or submitting a document that is required to be redacted under this policy, to provide the Court with a copy that has been redacted for placement in the Court file for the public to view as well as the original un-redacted copy which will be maintained by the Court as a confidential document.

Due to these changes, the Clerk's Office will accept documents at the window and then file them at a later time so the documents can be checked and verified that they comport with the new policy. Documents submitted in the morning will be ready for pickup in the afternoon after 3:00 p.m. Documents submitted in the afternoon will be ready the next morning after 9:00 a.m. If the documents do not comply with the new policy they will be returned to the agency, entity, or person who submitted the documentation for correction. Once the documents comply, they may be resubmitted for the Court's consideration.

Thank you in advance for complying with the new policy. If you have any questions or concerns, please contact me.