

CLERK'S ALERT

DATE: August 23, 2007

TO: Clark County Bar Association
Diane Wheeler, Executive Director

FROM: Sherry W. Parker, Clark County Clerk
Teri A. Nielsen, Chief Deputy Clerk

Contacting the Criminal Clerks by telephone:

The Clerk's Office has a new telephone system to distribute the calls more evenly among the available clerks in the office. However, this has caused some confusion for callers. When trying to reach the criminal unit by telephone, you **must** make a choice from the option menu. If you need to speak with the next available clerk, you can press "0" as soon as the automated message begins, rather than listening to all the options. If you do not make a choice, nothing else happens and no one answers.

Presenting Orders for Final Parenting Plans:

Because of the new JIS search required before a judicial officer signs a final parenting plan (per 2SSB 5470), the following new procedures are being adopted by the Clark County Superior Court Bench and the Clerk's Office:

- All final parenting plans should be presented on one of the following dockets: Family Law, Show Cause, Modification or Ex Parte. They should **NOT** be presented off docket or in chambers. The court needs lead time to perform the JIS search.
- Any Citation for presentation of final parenting plans on any of the above named dockets, except the Ex Parte docket held at 1:15 PM daily, should indicate, "**JIS Search Required**".
- If a final parenting plan will be presented on the daily Ex Parte docket, the attorney is required to advise the Clerk's Office staff at the civil counter or contact Kalen at (360) 397-2292 x4204 by telephone by **11:00 AM** the day of presentation. The minimum information required is the case number. Final parenting plans presented for signature without this prior notification will **NOT** be signed by the judicial officer.