



CHIEF JUDGE ANN E. ZIMMERMAN

*Las Vegas Justice Court*

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**TO: LAS VEGAS JUSTICE COURT CUSTOMERS**

**FROM: CHIEF JUDGE ANN E. ZIMMERMAN** *AJZ*

**DATE: DECEMBER 15, 2010**

**RE: CLERK'S OFFICE CLOSURE – WEEK OF DECEMBER 27, 2010**

Las Vegas Justice Court has faced significant transitional challenges within the past year. While we have made great progress in some areas, our efforts to serve our customers have become frustrated by a significant personnel shortage in the Clerks Office and a transition from the Courtview case management system to the Odyssey case management system. As you may be aware, with Odyssey, all documents are scanned into the system, eliminating the need for hard copy case files. Transitioning to this new environment has been challenging and rewarding for the Court. These challenges have required us to re-examine our previous processes so that we can move forward with building new business practices. We are committed to providing excellent customer service.

Currently, the Civil Division is facing a substantial backlog in processing documents. This backlog can be attributed, in part, to slower processing times during the transition from Courtview to Odyssey. However, the major cause of the backlog is due to a shortage of personnel. There are currently six vacant clerk positions within the Civil Division. These positions have been vacant for a long time as Las Vegas Justice Court is unable to fill them due to the budget cuts within the County.

Our staff is currently working on Summons to be issued/ Complaints to be processed. Complaints that have been file-stamped in 2010 must have a corresponding 2010 case number. Odyssey will not permit a 2010 case number to be assigned after December 31, 2010. As you are aware, this factored into our decision to stop receiving new Complaints for filing after December 10. The Clerks Office is also processing Exemplified Judgments from October, 2010; Writs of Execution to be issued/filed and Notices of Dismissal from September, 2010; and Defaults to be issued, Default Judgment Applications, and Satisfaction of Judgments from August/September, 2010.

Our efforts to resolve these backlogs include a streamlining of our review process, alternate shift changes, earlier closure of the Clerks Office, and authorizing overtime where possible.

However, these efforts have proven to be inadequate. In order to eliminate the backlog by the end of this month, the Clerks Office will be closed from Monday, December 27, 2010 through Thursday, December 30, 2010. Friday, December 31, 2010 is a holiday. The Clerks Office will reopen for business at 8:00 a.m. on Monday, January 3, 2011.

Thank you in advance for your cooperation.