

**PROPOSED REGULATION OF THE
HEARINGS DIVISION OF THE DEPARTMENT OF ADMINISTRATION**

LCB FILE NO. R102-23I

**The following document is the initial draft regulation proposed
by the agency submitted on 10/19/2023**

To whom it may concern,

The following regulation is proposed by the Hearings Division of the Department of Administration for implementation of our new e-filing system. Please let me know if there are any other steps necessary to start this process. Our small business impact statement will follow.

Pursuant to the authority granted to the Hearings Division under NRS 616C.310 the following statement is submitted for adopted amendments to Nevada Administrative Code (NAC) Chapter 616C.291.

The Hearings Division is transitioning from a paper system to a completely digitized system. The Hearings Division is implementing an Electronic Filing System (EFS) and an electronic document management system in accordance with the Supreme Court's Nevada Electronic Filing and Conversion Rules (hereinafter NEFCR). The Hearings Division plans to adopt NEFCR as its regulatory guideline for the implementation of the EFS.

Pursuant to Rule 4 (b) of the NEFCR, the Hearings Division will mandate the use of the EFS for all filers at a date to be determined. That date will be contained within an amendment to the Hearings Divisions Rules of Practice and that amendment will then be posted to the Hearings Division website.

The Hearings Division will provide free access to and use of the EFS in appropriate circumstances. The Hearings Division will ensure access to justice for indigent, disabled, or self-represented litigants.

The Hearings Division will provide sufficient advanced notice of the mandatory participation requirement.

The Hearings Division will provide training to filers in the use of the EFS process.

The following Small Business Impact Statement is being presented for review in conjunction with our previously submitted regulatory change. Please let me know if there are any other steps necessary to start the process.

The Hearings Division of the Department of Administration is in the process of implementing an Electronic Filing System (EFS). The EFS will become mandatory for all filers at the Hearings Division at a date that will be added to the Rules of Practice. All filers will be given sufficient advanced notice of the mandatory participation requirement.

Each filer should see a net negative economic impact on their business. No longer will a filer be required to physically transport documents to the Hearings Division or to opposing parties. Documents will be submitted electronically thereby eliminating the necessity of copying, transporting, and physically serving documents. The EFS should reduce costs for all filers within the system.