

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

LCB FILE NO. R007-26I

**The following document is the initial draft regulation proposed
by the agency submitted on 01/16/2026**

I think this would be an entirely new regulation (not a change or addition to an existing one). We will also need something that says that every reference to the term “written” in existing regs equally refers to electronic versions. For example, NAC 616C.2827 says a request for consolidation “must be in writing.”

NAC 616C.274(1) also needs to be amended to make clear that the RFH form is the one that our system generates (not the paper one that comes along with the determination).

PART _____. ELECTRONIC FILING AND SERVICE

Rule _____. Definitions of words and terms. The definitions in Nevada Electronic Filing and Conversion Rules (NEFCR) apply to this Part VIII of the EDCR.

Rule _____. Mandatory use of the EFS.

(a) The Hearings Division employs a case management system and an EFS. Use of the EFS is mandatory for all licensed attorneys and representatives pursuant to NAC 616C.291(2).

Rule _____. Procedures regarding nonconforming documents. A document that does not comply with EDCR 7.20; has been filed in the wrong case; _____, is a “nonconforming document” pursuant to NEFCR 8(b)(2).

(a) If a filer does not cure a nonconformity after notice from Division staff and an opportunity to cure within 7 days, Division staff may strike the nonconforming document. Within 7 days of a nonconforming document being stricken, the filer may move the court upon a showing of good cause to permit the filing of the nonconforming document.

(b) Division staff shall strike any document filed to commence an action that is not a request for hearing, notice of appeal, or notice of contested claim. Division staff shall close the case as filed in error. Division staff shall notify the filer and all registered users receiving service under NEFCR 9(b).

(c) On motion or on its own order to show cause, the court may strike any nonconforming document.

Rule _____. Time of Filing.

(1) Any document electronically submitted by 11:59 p.m. at the Hearing Division’s local time is deemed to be filed on that date.

(2) For any questions of timeliness, the date and time registered by the EFS when the document was electronically submitted is determinative and serves as the filing date and time for purposes of meeting any statute of limitations or other filing deadlines, regardless of whether nonconformities exist or are cured.

(3) If the court or clerk strikes a nonconforming document, questions of timeliness are determined by the date and time that the registered user resubmits the document to the electronic filing system, unless the court orders otherwise.

Rule _____. Electronic Service through the EFS.

(b) **Service on Registered Users.** When a document is electronically submitted and filed, the EFS will send notice to all registered users on the case that a document has been submitted and filed and is available for viewing on the document repository or CMS. The notice will be sent by email to the addresses furnished by the registered users under Rule 5(c). This notice is valid as effective service of the document on the registered users and has the same legal effect as service of a paper document. Unless the court files proof of service through the EFS into the docket, the party is obligated to provide proof of service.

(c) **Consent to Electronic Service Through the EFS.** Registered users of the EFS are deemed to consent to receive electronic service through the EFS. A party wishing to receive electronic service through the EFS must register with the EFS.

(d) **Service on Parties Not Receiving Electronic Service Through the EFS.** If a party is not receiving electronic service through the EFS, the registered user must serve each submitted document on the party by traditional means. *See NEFCR 2(q).*

(e) The registered user is responsible for verifying that the EFS received the document submitted.

Rule _____. Technical problems that preclude electronic filing.

(a) Both the court and the service provider must take reasonable steps to provide notice to electronic filers of any problems that impede or preclude electronic filing.

(b) When technical problems with the EFS preclude the court from accepting electronic filings on a particular court day, the court must deem a filing received on the day when the filer can satisfactorily demonstrate that he or she attempted to file on that day.