

Supreme Court of Nevada
ADMINISTRATIVE OFFICE OF THE COURTS

KATHERINE STOCKS
Director and State Court
Administrator



JOHN MCCORMICK
Assistant Court Administrator

April 30, 2025

Specialty Court Presiding Judges
Reno Justice Court

Re: Funding Surplus Award Letter

Dear Chief Judge Ryan Sullivan:

The Specialty Court Funding and Policy Committee of the Judicial Council of the State of Nevada has approved the surplus funding grant allocation, to help support the Reno Justice Court specialty court programs:

- Reno Justice Court, Specialty Courts, in the amount of \$37,000.

The terms of this funding are as stated in the project outline submitted by your court program(s). The distribution will be made upon receipt of this award letter and will be a one-time funding allocation. All programs will receive their distributions by Electronic Funds Transfer (EFT). This EFT will be sent directly to your city or county treasurer or if designated a separate account.

The following conditions apply to this funding:

- Compliance with the approved *Nevada Specialty Court Funding Guidelines and Criteria* and the *Nevada Specialty Courts Best Practices and Standards*;
- Keeping an itemized accounting of revenues and expenditures of this allocation in a separate ledger account; and
- Compliance with the required financial status and statistical reporting requirements.

The financial reporting form for surplus funding is attached to this email. Please include invoices and receipts similar to your quarterly financial submissions. Funding reports may be submitted under one of the following options:

1. Single Final Report- If you have used all the funds within six months of receipt, you may submit a one-time final report detailing how the funds were utilized, which should include invoice documentation of expenditures.
2. Semi-Annual Report- If the funds are only partially used, or not yet used, you are required to submit this financial report every six months. The report should indicate the amount of funding used, remaining balance, and any invoice documentation of expenditures.

Please indicate once the final report and supporting documentation is submitted to evaluate the status of any unspent funds. A decision will be made at that time if the unspent funds are to be returned to the AOC or will be taken as a carry forward deduction to the next quarterly payment.

Please consider this letter as your receipt of approved funding and acknowledgment of the conditions outlined in the *Nevada Specialty Court Funding Guidelines and Criteria* and the *Nevada Specialty Courts Best Practices and Standards*. If you have any questions, please do not hesitate to contact me.

Sincerely,

Stephanie Gouveia

Stephanie D. Gouveia

Specialty Courts Statewide Coordinator

Nevada Supreme Court/Administrative Office of the Courts

Cc: Katherine Stocks, Director and State Court Administrator
John McCormick, Assistant Court Administrator
Todd Myler, Chief Financial Officer
James Conway, Court Administrator
Jeremy Wilson, Assistant Court Administrator
Jennifer Reyes, Fiscal Services Representative