

From: Wilson, Jeremy
Sent: Monday, January 5, 2026 8:29 AM
To: Reyes, Jennifer
Subject: FW: AOC Grant Program FY26 Application Status
Importance: High

From: Gradick, Jamie <jgradick@nvcourts.nv.gov>
Sent: Monday, December 1, 2025 10:45 AM
To: Wilson, Jeremy <JWilson@washoecounty.gov>
Cc: Harper, Almeda <aharper@nvcourts.nv.gov>
Subject: FW: AOC Grant Program FY26 Application Status
Importance: High

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Good morning, Jeremy –

I hope all is well. I'm happy to report that the Executive Committee has reviewed and approved the AOC Grant Program Review Board's funding recommendations. Reno Justice Court will be awarded \$10,000.00 to develop a guided-interview portal for self-represented litigants.

We are preparing grant agreements now; Almeda Harper will be sending that to you in next few days for your review and electronic signature. Once signed, please return the entire packet to us electronically; we no longer process hard copies of grant agreements.

Please note, once the agreement has been fully signed, our accounting team will process the grant funding distribution and may reach out to you with questions regarding to what account you'd like the funds sent.

Congratulations and please let us know if you have any questions!

Jamie Gradick, JD, CCM | Court Education and Development Manager

Supreme Court of Nevada | Administrative Office of the Courts

(o) 775.687.9808

jgradick@nvcourts.nv.gov

Visit us at nvcourts.gov/aoc



 Book time to meet with me

**GRANT AGREEMENT
BETWEEN
THE NEVADA ADMINISTRATIVE OFFICE OF THE COURTS
AND
RENO JUSTICE COURT**

The Administrative Office of the Courts (AOC), and Reno Justice Court, Grantee, enter into this Grant Agreement (Agreement) as follows:

WITNESSETH:

WHEREAS, AOC has established a funding source hereinafter referred to as Trial Court Improvement (TCI) Grant; and

WHEREAS, Grantee has provided AOC with all required applications, forms, and budget information, dated July 22, 2025, consisting of 18 pages as required by the Trial Court Improvement (TCI) Grant, a copy of which is attached as **EXHIBIT A**; and

WHEREAS, the AOC has approved Grantee's request for funding to be used to create a guided interview for self-represented litigants; and

WHEREAS, the AOC has determined the project is within the parameters of Trial Court Improvement (TCI); and

WHEREAS, the parties agree that this Agreement is in the best interests of all parties;

NOW THEREFORE, in consideration of the mutual promises contained herein, the parties agree as follows:

A. The AOC's Commitment

1. The AOC and/or the TCI Grant Administrator, or its designee, shall be responsible for contract administration, including, but not limited to, review and approval of all reports required herein and responses to Grantee's inquiries.
2. The AOC representative, Jamie Gradick, may be contacted at the Administrative Office of the Courts, 201 South Carson Street, Suite 250, Carson City, Nevada 89701; telephone number (775) 687-9808.
3. The AOC hereby grants to the Reno Justice Court, Grantee, the total sum of Ten Thousand DOLLARS (**\$10,000.00**). These funds shall be paid directly by AOC to the Grantee/Grantee's representative to be used for the purpose described in the recommendation memo more fully described in **EXHIBIT B**.
4. Grant funds shall be disbursed via electronic funds transfer (E.F.T.) within a reasonable time after this Agreement has been fully executed by all parties.
5. The funds expended will be drawn from budget account [1493-18].

B. Reno Justice Court Commitment

1. The Reno Justice Court, Grantee, agrees that all grant funds received from AOC under this Agreement shall be used solely for the purpose described in the recommendation memo.
2. The Grantee's representative, Jeremy Wilson, may be contacted at 1 S. Sierra St, Reno, NV, 89501, (775) 325-6508.
3. Grantee agrees that all grant funds received shall be documented and accounted for by an accounting system that is in compliance with AOC's Minimum Accounting Standards. All such accounts and records shall be subject to inspection and audit by AOC or its authorized representative at any time upon reasonable advance written notice.
4. Grantee shall safeguard the grant funds upon receipt to the best of its ability.
5. Grantee shall expend all grant funds by the end of the grant period and shall comply with all rules and regulations regarding the expenditure of funds and project completion, including timelines and reporting requirements established by the AOC. Should an amendment to the original grant agreement terms be necessary for any reason, Grantee will contact the AOC Grant Program Administrator no later than thirty (30) days prior to the expiration of the original grant agreement. Courts requesting an amendment must complete and submit the AOC Grant Program Grant Agreement Amendment Request Form, which is attached as **EXHIBIT C**.
6. Grantee acknowledges it is solely responsible for the management of the purpose/project for which grant funds are awarded and that AOC has no responsibility to maintain said equipment.
7. Grantee shall submit a comprehensive final narrative, final budget report, and relevant project receipts upon completion of the project, but no later than fifteen (15) days past the Agreement expiration date. The final narrative must provide confirmation that the grant project has been completed in accordance with terms of this agreement and should indicate/explain any funding surplus; the final budget report shall be in a form/format approved by AOC and is attached as **EXHIBIT D**.
8. Upon completion of the project, if the project comes in under the projected budget, the Grantee agrees to return any unused grant funds to the AOC. The amount of funds returned should be the same percentage as was provided for the whole project. Since 100% funding was provided for the project, the same percentage of the savings shall be returned to the AOC to be applied to the TCI budget. Should Grantee have unused funds to return, Grantee must notify the Administrative Office of the Courts of the anticipated remittance, in writing, at least thirty (30) days prior to this Agreement's expiration date.
9. Grantee agrees to acknowledge the Administrative Office of the Courts and the Nevada Supreme Court as a funding source on any and all publications prepared utilizing grant funds as described herein.

C. General Provisions

1. This Agreement shall expire on June 30, 2026.

2. Unless otherwise agreed upon, this Agreement shall be signed electronically by all parties.
3. The parties shall comply with all applicable local, state, and federal laws, as well as applicable Canons of Judicial Conduct, in carrying out the obligations of this Agreement.
4. Grantee shall not assign, transfer, or delegate any rights, obligations, or duties under this Agreement without prior written consent of AOC.
5. Grantee shall not be liable to AOC or to any third party; nor shall AOC be liable to the Grantee or to any third party for any indirect, special, or consequential damages including, without limitation, any loss of income, loss of profit, loss of revenue, or loss of use of equipment, regardless of whether AOC or Grantee has been advised of the possibility of such damages arising out of or in connection with this Agreement.
6. This Agreement shall be construed and interpreted according to the laws of the State of Nevada.
7. This Agreement may be terminated by either party within thirty (30) days following execution, without cause and upon written notice by mail, facsimile, email, or other method effecting actual notice. Termination of this Agreement shall be effective thirty (30) days after the date of delivery of the termination notice. Upon the effective date of such termination, any and all rights and obligations of all parties hereto shall be deemed at an end and canceled except as previously accrued or vested.
8. If any term or provision of this Agreement is found to be illegal or unenforceable, this Agreement shall remain in full force and effect and that term or provision shall be deemed stricken.
9. This Agreement constitutes the entire contract between the parties and may only be modified by a written amendment signed by the parties.

IN WITNESS WHEREOF, the parties, or their representatives, have caused this Agreement to be signed and intend to be legally bound thereby.

**ADMINISTRATIVE OFFICE OF THE COURTS
NEVADA APPELLATE COURTS**

By: **Katherine Stocks** Digitally signed by Katherine Stocks
Date: 2025.12.09 14:09:46 -08'00'
KATHERINE STOCKS
 State Court Administrator
 Dated: _____

RENO JUSTICE COURT

By: **Jeremy Wilson** Digitally signed by Jeremy Wilson
Date: 2025.12.04 10:29:43 -08'00'
JEREMY WILSON
 Assistant Court Administrator
 Dated: December 4th, 2025

**Nevada Supreme Court, Administrative Office of the Courts
AOC Grant Program
Application Cover Sheet**

Applicant Court: Reno Justice Court
 Contact Person: Jeremy Wilson, Assistant Court Administrator
 Address: 1 S. Sierra St., Reno, NV, 89501
 Phone: 775-325-6508 Fax: 775-325-6510
 E-mail: jwilson@washoecounty.gov
 Project Title: Guided Interview Project for Reno Justice Court Self-Represented Litigants

Project Description: Reno Justice Court wants to provide self-represented litigants with an improved process to create forms when they're taking the following court actions:
1. File a small claims case; 2. Small claims evidence submission; 3. Informal traffic citation resolution program; 4. Can't afford to pay fine in formal traffic trial; 5. Respond to an eviction notice;
6. Contest a summary eviction order. Quest for Justice to build out guided interviews for all listed projects, helping pro se litigants fill out and file appropriately.

Project Start Date: 8/1/2025 Project Completion Date: 12/31/2025

Project Total:	\$ 17,000.00
Requested Amount:	\$ 10,000.00
Applicant Match:	\$ 3,000.00

- Applicant is willing to consider a reduced grant award amount offer.
- Applicant is not willing to consider a reduced grant award amount offer.

Application Checklist

- Coversheet
- Statement of Problem
- Project Design and Implementation
- Capabilities/Competencies
- Budget and Narrative
- Impact/Outcomes and Evaluation
- Signed Assurances
- Vendor Quote (if applicable)
- Applicant has fully read the AOC Grant Program Policies and Guidelines

Authorized Signature: Jeremy Wilson Digitally signed by Jeremy Wilson Date: 2025.07.22 12:46:52 -07'00' Date: 7/22/2025

Name: Jeremy Wilson Title: Assistant Court Administrator

JUDGE JENNIFER M. RICHARDS
Department 1

JUDGE KENDRA G. BERTSCHY
Department 2

JUDGE RYAN K. SULLIVAN
Department 3



JUDGE SCOTT E. PEARSON
Department 4

JUDGE DAVID W. CLIFTON
Department 5

JUDGE PIERRE A. HASCHEFF
Department 6

RENO JUSTICE COURT

JAMES P. CONWAY, COURT ADMINISTRATOR

LETTER OF REQUEST

Date: July 22nd, 2025

To: AOC Grant Program Administrator
Administrative Office of the Courts
201 S. Carson St., Suite 250
Carson City, NV, 89701
aocgrant@nvcourts.nv.gov
775-687-9808

From: Jeremy Wilson, Assistant Court Administrator
Reno Justice Court
1 S. Sierra St.
Reno, NV, 89501
jwilson@washoecounty.gov
775-325-6508

Regarding: AOC Grant Program: Trial Court Improvement (TCI) Grant Funding

To whom it may concern,

Reno Justice Court (RJC) is a limited jurisdiction court located in Reno, NV. Our court serves a significant number of citizens regarding criminal, civil, and citation matters. To help better serve our population, we are seeking the maximum award of \$10,000.00 from the TCI project to put towards implementing guided interviews for civil matters.

RJC is seeking this funding to support the Guided Interview Project for Reno Justice Court Self-Represented Litigants.

In compliance with the ADA, RJC received a proposal from Quest for Justice to provide self-represented litigants with an improved process to create required court forms for civil matters. The identified forms are: filing of a small claims case, small claims evidence submission, informal traffic citation resolution program, can't afford to pay fine(s) in formal traffic trial, respond/answer to an eviction notice, and contest a summary eviction.

Currently, self-represented litigants must travel down the RJC's Legal Self Help Center to receive assistance with generating the appropriate forms to file for the appropriate court action. By implementing guided interviews, tailored to the requirements of our court, we

can assist individuals who may experience barriers to completing or traveling to complete the forms. Guided interviews have also shown marked improvement regarding the completion of forms and ensuring that they are filled out appropriately so they may be considered by judicial officers, improving access to justice for pro se litigants who are not trained in the law.

The improved process will create a much more user-friendly experience for the self-represented litigant. They can complete forms and file them from any location that has internet access, including from their cellphones, limiting undue barriers. We will see reduced errors because the guided interviews will ask questions in plain English, validate responses, and only present relevant questions, filing in the required sections of forms without putting unnecessary information into the form. The guided interview will also speak to the self-represented in whatever language they choose, automatically translating into English for filing.

However, as mentioned the main priority of this project is improved accessibility and compliance with all ADA requirements. The guided interviews will be built in a way with interview-style tools that are designed to meet accessibility standards (e.g., screen readers and other assistive technologies, and users with limited internet bandwidth). These guided interviews will also explain legal terms more clearly for those with limited English proficiency or lower literacy levels.

Implementation will be carried out on a per-court-action basis. Each court action has been determined in order of priority and vetted and tested to ensure accuracy and functionality. We anticipate starting the implementation in August 2025, with full implementation completed by the end of December 2025.

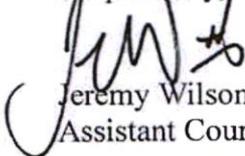
RJC expects to see errors with the selected forms drop by 50% in the first year after implementation. We also expect that 25% of the identified court-action forms be completed using the guided interview solution within the first year of implementation.

The total cost of this project is \$17,000.00. These costs include a \$12,000.00 (one-time) setup fee. The hosting/licensing fee for the guided interviews is \$5,000.00 annually. Attached to this application, you will find the entire project proposal from Quest for Justice.

We do not foresee any significant risks with this project and do not have any identified obstacles to overcome for successful implantation.

We appreciate your consideration of this request and look forward to bringing an ADA-compliant solution to the self-represented litigants of Reno Justice Court.

Respectfully,



Jeremy Wilson

Assistant Court Administrator

AOC Grant Program
Uniform System for Judicial Records/Trial Court Improvement Grant

Grant Application Budget Worksheet

Grantee Court: Reno Justice Court

<u>CATEGORY</u>	<u>A</u> <u>AOC GRANT FUNDS</u>	<u>B</u> <u>CASH MATCH</u>	<u>C</u> <u>TOTAL (A+B)</u>
Consultant/Contractual	\$ 7,000.00	\$ 3,000.00	\$ 10,000.00
Travel	\$	\$	\$ 0.00
Equipment	\$	\$	\$ 0.00
Supplies	\$	\$	\$ 0.00
Telephone	\$	\$	\$ 0.00
Postage	\$	\$	\$ 0.00
Printing/Photocopying	\$	\$	\$ 0.00
Audit	\$	\$	\$ 0.00
Other	\$	\$	\$ 0.00
Indirect Costs (%)	\$	\$	\$ 0.00
TOTALS:	\$ 7,000.00	\$ 3,000.00	\$ 10,000.00

Financial assistance has been or will be sought for this project from the following other sources:

The total for the project is \$17,000.00. RJC is seeking the maximum award to offset year one costs of this project. RJC will use our expiring 5-year administrative assessment funding to cover all costs beyond the grant award.

Nevada Supreme Court, Administrative Office of the Courts

Grant Assurances

As an authorized representative of the applicant, I hereby certify and assure that:

- 1) The applicant has the authority to apply for Administrative Office of the Courts (AOC) grant assistance and has the institutional, managerial, and financial capacity to successfully carry out the project described in the application.
- 2) The applicant acknowledges receipt of grant funds is contingent upon availability of funds to the AOC, and delivery of funds is dependent upon applicant compliance with all terms of the grant award and program.
- 3) The AOC will not be held responsible for recurring costs, maintenance costs, or support costs for any product or service procured with grant funds.
- 4) The applicant agrees to indemnify, save, and hold harmless the AOC to the extent legally allowable for all claims related to grant funds and funded projects.
- 5) The applicant will grant the AOC and its authorized representatives full access to, and right to examine, all records, books, papers, documents, and electronic files relating to the award, expenditure of funds, and applicant contribution.
- 6) The applicant will account for any awarded funds and applicant contribution under an accounting system that is in compliance with the AOC's Minimum Accounting Standards (MAS).
- 7) The applicant will make reasonable efforts to ensure that no employee or official will use the awarded funds for personal gain, and will diligently work to prevent conflict of interest, or an appearance thereof, related to grant funds and grant funded projects.
- 8) The applicant has read the AOC Grant Program Guidelines and will comply with all rules, regulations, policies, and procedures regarding the expenditure of funds and project completion, including timelines and reporting requirements, as set forth by the AOC in any award that is made.
- 9) The applicant is, and will continue to be, in compliance with all applicable Nevada Revised Statutes, Federal Laws, and Cannons of Judicial Conduct applicable to the awarded funds, expenditure of funds, and/or project completion.
- 10) The applicant will acknowledge the Nevada Supreme Court, Administrative Office of the Courts as a funding source on all publications furnished by grant funds.
- 11) The applicant will receive awarded grant funds via electronic funds transfer (EFT), unless undue hardship is demonstrated.

Authorized Signature: Jeremy Wilson Digitally signed by Jeremy Wilson
Date: 2025.07.22 13:41:00 -07'00' Date: 7/22/2025

Name: Jeremy Wilson Title: Assistant Court Administrator



quest for justice

Guided Interview Project Proposal

Reno Justice Court

Table of Contents

Problem	2
Solution	4
Implementation	5
Deployment of the system	5
Integration	5
Project Timeline	5
Support	6
Support Contacts	6
Service Level Agreement	6
Pricing	7
Additional Terms	7
Appendix A: Court Actions & Mocks	8
Court Action Diagram for Small Claims	8
Court Action Selection Page	9
Small Claims Filing Guided Interview	10
Party Information Questions	10
Fee Waiver Qualification Question	11
Fee Waiver Question	12
Appendix B: Tooltips vs Legal Education Article	13

Problem

Reno Justice Court wants to provide self-represented litigants with an improved process to create forms when they're taking the following court actions:

1. File a Small Claims Case
2. Small Claims Evidence Submission
3. Informal Traffic Citation Resolution Program
4. Can't Afford to Pay Fine in Formal Traffic Trial
5. Respond to an Eviction Notice
6. Contest a Summary Eviction Order

An improved process means:

User-Friendly Experience	Many people are intimidated by long and complex legal documents. A guided interview simplifies the process by breaking it down into clear, step-by-step questions rather than forcing the user to interpret legal jargon and organize complicated paperwork themselves.
Reduced Errors	PDF forms often assume the filer already knows what each field means and how to answer it correctly. In a guided interview, the system can: <ul style="list-style-type: none">• Ask questions in plain language,• Validate responses, and• Only present relevant questions. This reduces the risk of leaving fields blank, entering incorrect information, or misunderstanding directions
Built-In Logic & Branching	A single court form may not apply to every scenario, leading people to skip (or fill) sections they shouldn't. A guided interview dynamically shows or hides questions based on previous answers, ensuring people only complete the sections that are truly relevant to their circumstances.
Consistency and Auto-Population	Where the same information (like name, address, or case number) is required multiple times, a guided interview can automatically fill out repeated fields once the user enters that information. This saves time and lowers the chance of typos or inconsistencies.
Improved Accessibility	Interview-style tools are designed to meet accessibility standards (e.g., for screen readers or users with limited internet bandwidth). They also explain legal terms more clearly for users who have limited English proficiency or lower literacy levels, ensuring more people can successfully complete the forms.

Less Intimidation and Stress	Breaking large forms into bite-sized questions reduces the cognitive load and stress for a user who is anxious about legal processes. Clear instructions, prompts, and helpful tips throughout the interview can improve confidence and reduce frustration.
Built-In Guidance & Education	A guided interview provides context or definitions for legal terms right at the point of need, which a flat PDF cannot. By offering guidance as the user progresses, people can learn about their rights and responsibilities in real-time, leading to more accurate and complete filings.
Better Compliance & Professional Appearance	Courts often reject improperly filled or incomplete forms. A guided interview helps ensure the final packet meets the specific filing requirements (e.g., page limits, mandatory fields, correct formatting). Submitting thorough, accurate, and professional-looking documents can save time and resources—both for the individual and for the court.

Solution

The solution will be a guided interview for each identified court action below, designed to:

- **Be ADA-Compliant** – Ensuring accessibility for all users, including those using screen readers or other assistive technologies.
- **Require No Authentication** – Users will not need to create an account or log in to complete their forms, making the process as simple and accessible as possible.

Each guided interview will guide users through the necessary questions, validate responses, and generate properly formatted court documents to reduce errors and improve filing accuracy.

Court Action	Forms
File a Small Claims Case	<ul style="list-style-type: none">• Civil Court Cover Sheet• Small Claims Complaint• Fee Waiver Form
Small Claims Evidence Submission	<ul style="list-style-type: none">• List of Proposed Exhibits• Exhibit Cover Page• Summary Statement Example
Informal Traffic Citation Resolution Program	<ul style="list-style-type: none">• Informal Traffic Citation Resolution Program Form• Can't Afford to Pay Fine, RJC-TR-1• Statement of Defense or Mitigating Circumstances
Can't Afford to Pay Fine in Formal Traffic Trial	<ul style="list-style-type: none">• Can't Afford to Pay Fine, RJC-TR-1
Respond to an Eviction Notice	<ul style="list-style-type: none">• Nonpayment Response• General Eviction Response
Contest a Summary Eviction Order	<ul style="list-style-type: none">• Motion to Stay or/and Set Aside Summary Eviction

Implementation

The implementation will be carried out on a per-court-action basis. Each court action will be implemented following the priority laid out in the Solution section. Reno Justice Court will perform an acceptance test for every implemented court action to ensure accuracy and functionality.

Refer to Appendix A for information on the court actions and screen mock-ups.

Deployment of the System

The system will be deployed and hosted on Q4J servers. Once deployed, guided interviews will be made accessible through integration with Reno Justice Court's website and self-help centers via QR codes and embedded links.

Integration

Q4J will provide Reno Justice Court with links to the court actions so that they can:

1. Embed them within their website.
2. Create QR codes for posters in their self-help centers

In-Person vs. Remote

- A version of the system for remote usage where they can download the PDF. They will have the ability to e-sign the PDF.
- A version of the system for in-person usage. This version will allow the user to either download the PDF or send the PDF to a printer. If they download the PDF then they will have the ability to e-sign the PDF.

Project Timeline

1. **Implementation (2 months)** - Develop and test guided interviews for the 6 court actions.
2. **Reno Justice Court Acceptance (1 month)** - Testing and feedback.

Support

Support Contacts

- Email: support@g4justice.com
- Phone: 714-478-1646
- Text: 714-478-1646

Service Level Agreement

Severity	Description	Response Time
Critical Impact	<ul style="list-style-type: none">• Production systems inoperable or crashed frequently• No workaround	4 hours
Significant Impact	<ul style="list-style-type: none">• The production system is operational but frequent malfunction• Workaround is inefficient	1 business day
Low Impact	<ul style="list-style-type: none">• Cosmetic defect	1 week
Form Update	<ul style="list-style-type: none">• Forms need to be updated	1-4 weeks, depending on the scope of change

Pricing

Item	Cost	Details
Setup Fee	\$12,000 (one-time)	Covers the development of 6 guided interviews. Payment due upon signing.
Annual Licensing Fee	\$5,000 / year	Covers hosting, maintenance, and minor text revisions. Fee starts after implementation acceptance. Fee does not apply if acceptance is not met.
Major Revisions	\$200 / hour	Applies to significant changes in form structure or logic.
Legal Education Article Creation (optional)	\$150 / hour	In-depth articles, embedded into the guided interview, on different legal subjects to help litigants complete the guided interview (jurisdiction, statute explainers, etc.). This fee is paid if Reno Justice Court desires us to create Legal Education Articles to be linked within the guided interviews. Refer to Appendix B for more information on what a Legal Education Article is.

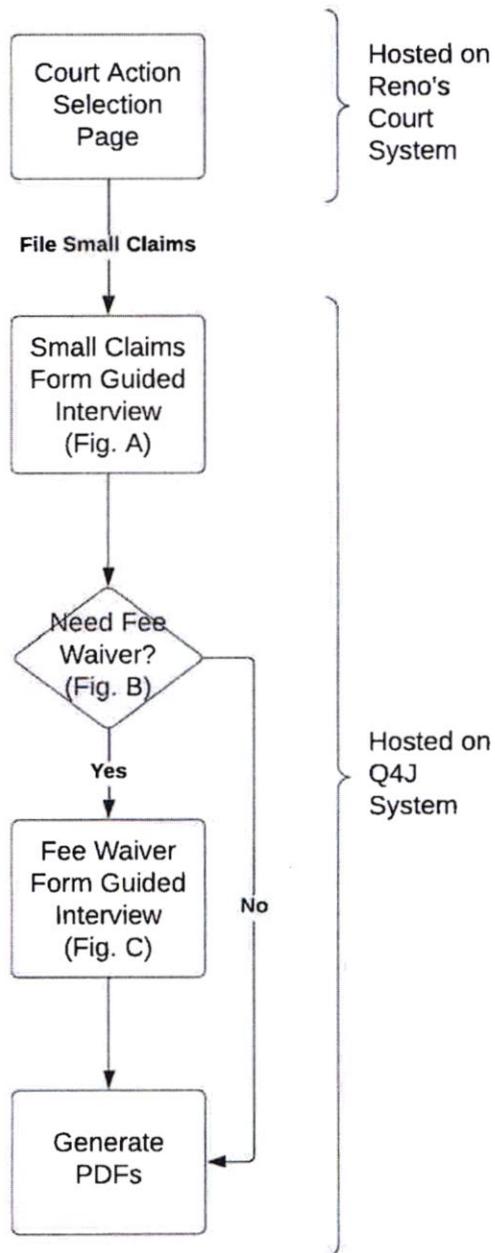
Additional Terms

- **3 Years Term Agreement**
- **Press Release:** Announcement of the Reno Justice Court's adoption of Quest for Justice technology, including quotes from Reno Justice Court officials, highlighting the specific benefits they hope this new partnership will bring (e.g., improved efficiency, reduced backlog, increased transparency).
- **Year-After Case Study:** After one year of implementation, collaboratively produce a report detailing key metrics—reduction in case processing time, cost savings, and user satisfaction. The report will feature three Reno Justice Court administrators' (or clerks') testimonies regarding the technology. The work to collect the information will be done by Quest for Justice.

Appendix A: Court Actions & Mocks

The following mock screens provide example representations of how the guided interview will function. These screens illustrate the user experience and core features but are subject to refinement as we gather more details on court forms.

Court Action Diagram for Small Claims



Court Action Selection Page

This is an example of the starting screen of the guided interview, where users select the court action they need to complete.

Home » Reno Justice Court » Divisions » Civil » Services 

Civil Division - Services

I Would Like To:

- [File a Small Claims](#) → Redirects to File Small Claims Guided Interview
- [Answer a Small Claims](#)
- [Mediate a Small Claims](#)
- [Small Claims Evidence Submission](#) → Redirects to Small Claims Evidence Submission Guided Interview
- [File a Civil Action](#)
- [Answer a Civil Action](#)
- [Find a Licensed Process Server](#)
- [Appeal Information](#)
- [Evict a Tenant](#)
- [Respond to an Eviction Notice](#) → Redirects to Respond to an Eviction Notice Guided Interview
- [Contest a Summary Eviction Order](#) → Redirects to Contest a Summary Eviction Order Guided Interview
- [Stalking & Harassment Order](#)

Small Claims Filing Guided Interview

This section of the guided interview collects all necessary details for the small claims court complaint, ensuring the information is complete and accurately formatted for court submission.

Party Information Questions

This screen is an example of the small claims guided interview questions where users can add defendants to their small claims case. Users can enter the defendant's name and address with built-in validation to ensure completeness before proceeding. If multiple defendants are involved, the system allows users to easily add additional parties. These questions for party information will be used on both the Small Claims Complaint and the Fee Waiver form.

Get Started

Who are you suing?

[Who should I add?](#)

1st Party

Is the other party an individual or business?

Individual

Business

Full name

First name: John

Last name: Doe

Address

Street name: 123 ABC Street

City: Reno

89515

+ Add additional party

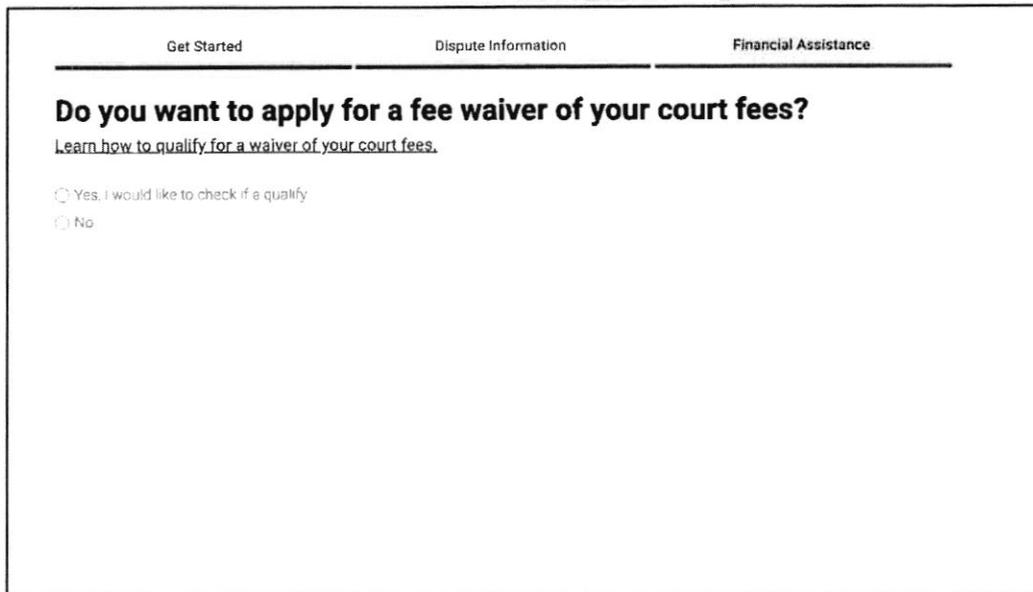
← Continue

Figure A. Small Claims Guided Interview

Fee Waiver Qualification Question

This section of the guided interview gathers all required information for the fee waiver form, ensuring accuracy and completeness. It guides users through eligibility criteria, necessary financial details, and supporting documentation to ensure form completion.

This is a branching question. If the user believes they qualify for a fee waiver, they can select "Yes," prompting the guided interview to gather the necessary financial details and supporting information to complete the fee waiver form. If they select "No," they will proceed with completing the guided interview for the small claims complaint.

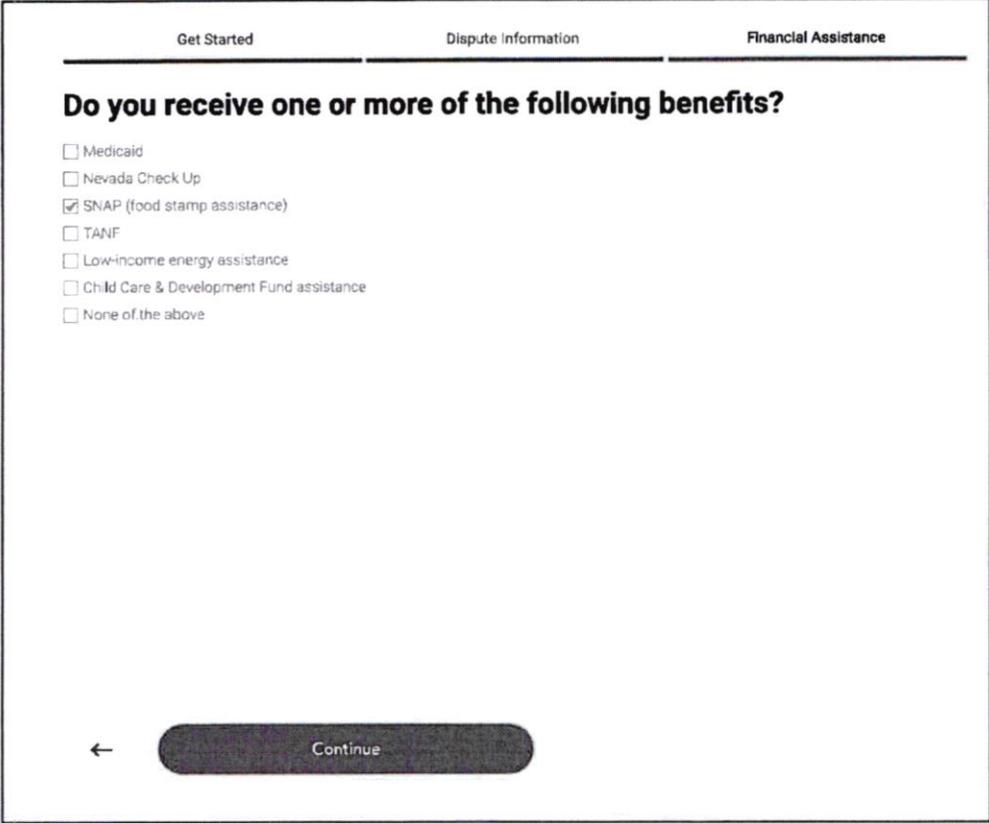


The screenshot shows a web interface with a navigation bar at the top containing three links: "Get Started", "Dispute Information", and "Financial Assistance". Below the navigation bar is a horizontal line. The main content area features a bold heading: "Do you want to apply for a fee waiver of your court fees?". Underneath the heading is a link: "[Learn how to qualify for a waiver of your court fees.](#)". Below the link are two radio button options: "Yes, I would like to check if I qualify" and "No".

Figure B. Fee Waiver Qualification

Fee Waiver Government Benefits Question

This screen is an example of the fee waiver guided interview, where users can specify the government benefits they receive. By selecting applicable benefits, users can provide necessary eligibility details, ensuring complete fee waiver requests.



The screenshot shows a mobile application interface for a fee waiver form. At the top, there are three navigation tabs: "Get Started", "Dispute Information", and "Financial Assistance". The "Financial Assistance" tab is currently selected. Below the tabs, the question "Do you receive one or more of the following benefits?" is displayed. A list of seven options follows, each with a checkbox: "Medicaid", "Nevada Check Up", "SNAP (food stamp assistance)", "TANF", "Low-income energy assistance", "Child Care & Development Fund assistance", and "None of the above". The "SNAP (food stamp assistance)" option is checked. At the bottom of the screen, there is a dark grey rounded rectangular button labeled "Continue" and a left-pointing arrow.

Figure C. Fee Waiver Form Question

Appendix B: Tooltips vs Legal Education Articles

A **tooltip** is a short, in-context explanation that appears when users hover over or click on a specific term or question within the guided interview. Tooltips provide quick clarifications to help users understand legal terminology or form requirements without disrupting their workflow.

A **legal education article** is a more comprehensive resource that appears in a side panel when users click on a hyperlink. These articles provide in-depth explanations, step-by-step guidance, and additional context about legal processes. Since they require more extensive content creation and research, legal education articles are priced separately from tooltips.

The screenshot shows a web-based legal intake form with several tabs: Qualify, Plaintiff (selected), Defendant, Filing Details, File, and Serve. The form is titled "1st Plaintiff Information" and includes a "Your Info" section with a profile icon. A tooltip points to the question: "Have any of the plaintiffs filed more than \$2,500.00, since January 1 of this year?" with the answer "Yes". Below this is a question: "Is this plaintiff a person, sole proprietorship, or business?" with radio buttons for "Person or sole proprietorship" (selected) and "Business". The form includes fields for First name (John), Middle name, Last name (Doe), and Suffix (Jr, Sr, III). There are two address sections, each with fields for Address line 1, City, State, and Zip code. A "Continue" button is at the bottom. On the right side, there is a sidebar with a title "Person, Sole Proprietors, Businesses (Plaintiff)" and a "Español" link. The sidebar contains a "Legal Education Article" titled "Person, Sole Proprietors, Businesses (Plaintiff)" with the text: "A plaintiff within a case can be a person, a sole proprietor, or a business. It is important to correctly identify the type because it can affect how much a Plaintiff can sue for. The types of parties are defined below: • Person: an individual who is personally involved in the dispute • Sole Proprietorship: a business owned by one person with no legal distinction between the owner and the business • Business: a business owned by one or multiple people or businesses which is a separate legal entity (LLC, corporation, association, etc) from its owner(s)". Below this is another article titled "Persona, Proprietarios Únicos, Negocios (Demandante)" with the text: "Un demandante dentro de un caso puede ser una persona, un propietario único o una empresa." At the bottom of the sidebar, there is a question: "Did this answer your question?" with thumbs up and down icons.

Supreme Court of Nevada
ADMINISTRATIVE OFFICE OF THE COURTS

MEMORANDUM

TO: Supreme Court Executive Committee

FROM: AOC Grant Review Board
Jamie Gradick, Court Education and Development Manager
John McCormick, Assistant Court Administrator

DATE: October 27, 2025

SUBJECT: Fiscal Year 2026 AOC Grant Program Funding Recommendations

The Administrative Office of the Courts received four applications for grant funding during the fiscal year 2026 AOC Grant Program submission period. The AOC Grant Program has \$25,000 available to award to Nevada trial courts. After evaluating all applications against the grant program guidelines and assessing court needs together with proposed project value, the grant Review Board has determined that three of the four applications qualify for grant funding, as follows:

**FY2025 AOC GRANT REVIEW BOARD FUNDING RECOMMENDATIONS
FOR EXECUTIVE COMMITTEE APPROVAL**

Court	Project Summary and Notes	Requested Award Amount	Recommended Award Amount	Percentage of Requested Amount
Boulder City Municipal Court	Courthouse security upgrades; replace and update the existing alarm system.	\$4,183.00*	\$4,183.00	100%
Reno Justice Court	Fund the implementation of a guided interview project for self-represented litigants.	\$10,000.00	\$10,000.00	100%
Sparks Municipal Court	Fund courthouse security upgrades; updating all exterior windows with ballistic covering.	10,000.00	10,000.00	100%
TOTALS		\$24,182.02	\$24,182.02	

*Amounts have been rounded up to the nearest even dollar amount for easier tracking.

**FY2025 AOC GRANT REQUESTS NOT RECOMMENDATIONS
FOR EXECUTIVE COMMITTEE APPROVAL**

Court	Project Summary and Notes	Requested Award Amount	Recommended Award Amount	Funding Denial Reason
New River Justice Court	Request to replace the old JAVS equipment with Zoom and corresponding equipment, including microphones and cameras in the upper courtroom.	\$10,000	\$0.00	Limited funding, application and/or proposed project not as competitive as others submitted.

AOC Grant Program Grant Agreement Amendment Request Form

Grantee Court:	
Grant Agreement Number:	
Grant Project Manager:	

1. Please identify which terms in the original grant agreement you would like amended:

2. Please identify what you are requesting the new terms be:

3. Please explain why you are requesting this change:

*Authorized Signature: _____ Date: _____

Name: _____

Title: _____

**Grant agreement amendment requests should be submitted to the AOC Grant Program Administrator no later than thirty (30) days prior to the expiration of the original grant agreement and must be signed by the judge or administrator of the requesting grantee court.*

AOC Grant Program Final Budget Report Form

Grantee:		Grant Project Manager:	
Reporting Period:		Agreement Number:	

1. Grant award amount:
2. Grantee's contribution amount:
3. Total project amount (1 +2):
4. Final project cost (as reflected on final receipt/invoice):
5. Expenditures previously reported to AOC:
6. *Balance of awarded grant funds:
7. *Balance of grantee's contribution amount:

Totals	
\$	
\$	
\$	0.00
\$	
\$	
\$	

Signature of Authorized Official: _____

Date: _____

Name: _____

Title: _____

*If the project comes in under budget, this amount must be calculated in accordance with the percentage as outlined in the Grant Agreement and the appropriate amount must be remitted to the AOC in a timely manner. Notice of surplus funds must be given to the AOC no more than 30 days prior to the termination of the AOC Grant Program Grant Agreement.