



# WASHOE COUNTY

Integrity Communication Service

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## STAFF REPORT

BOARD MEETING DATE: February 10, 2026

**DATE:** January 5, 2026

**TO:** Board of County Commissioners

**FROM:** Jeremy Wilson, Assistant Court Administrator, Reno Justice Court  
(775) 325-6508, [JWilson@washoecounty.gov](mailto:JWilson@washoecounty.gov)

**THROUGH:** James Conway, Court Administrator, Reno Justice Court, 775-325-6543,  
[JConway@washoecounty.gov](mailto:JConway@washoecounty.gov)

**SUBJECT:** Recommendation to approve allocation from the Administrative Office of the Courts Nevada to the Reno Justice Court "Trial Court Improvement (TCI) Grant" in the amount of [ \$10,000.00 for FY26 with 30% match required]. The Grant will assist funding for implementation of a guided interview project for self-represented litigants. The allocation will be made in a lump sum of \$10,000.00 retroactively December 01, 2025 through June 30, 2026. Direct Finance to make the necessary budget amendments. Reno Justice Court. (All Commission Districts.) FOR POSSIBLE ACTION

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### SUMMARY

The Washoe County Board of County Commissioners must accept grant awards, approve amendments to the adopted fiscal year budget, and direct the Comptroller's Office to make the necessary budget amendments.

In compliance with ADA requirements, RJC will contract with Quest for Justice (Q4J) to provide self-represented litigants with an improved process to create required court forms for civil matters using a guided interview.

### PREVIOUS ACTION

None, specific to this new grant award.

### BACKGROUND

Reno Justice Court wants to provide self-represented litigants with an improved process for filing Court forms pertaining to small claims, eviction notices, traffic citation resolution program, "Can't afford to pay fine" and correspondences. Quest 4 Justice will deliver a user-friendly experience, minimizing errors on Court Forms which will assist in a resolution by providing a guided interview that will fill out necessary court documents.

AGENDA ITEM # \_\_\_\_\_

Continuous negotiations on how the program can improve Court filing experience has led to a retroactive Grant term.

**GRANT AWARD SUMMARY**

**Project/Program Name:** Trial Court Improvement Grant (TCI).

**Scope of the Project:** In compliance with ADA requirements, RJC will contract with Quest for Justice (Q4J) to provide self-represented litigants with an improved process to create required court forms using a guided interview.

**Benefit to Washoe County Residents:** A more user-friendly experience and reducing errors of court forms.

**On-Going Program Support:** Generating greater access to justice for our community and limiting the number of cases not being heard due to procedural errors from pro se litigants.

**Award Amount:** \$10,000.00

**Grant Period:** December 1, 2025 – June 30, 2026

**Funding Source:** Administrative Office of the Courts (AOC) Nevada

**Pass Through Entity:** N/A

**Assistance Listing #/CFDA:** N/A

**Grant ID Number:** N/A

**Match Amount and Type:** 30% in match totaling \$3,000.00 to be sourced from Reno Justice Court Administrative Assessments CC 270721.

**Sub-Awards and Contracts:** N/A

**FISCAL IMPACT**

The \$10,000.00 allocation is provided through the Administrative Office of the Courts (AOC) Nevada. The fiscal impact of the Reno Justice Court will be from the 30% in match in the amount of \$3,000.00 which will be sourced from Reno Justice Courts Administrative Assessments Cost Center 270721.

Should the board accept this grant award and approve these amendments, the FY26 Reno Justice Court adopted budget will be increased by \$10,000.00 in both revenues and expenditures in the following accounts:

<b>Cost Object &amp; Description</b>	<b>G/L Account &amp; Description</b>	<b>Amount</b>
IO-12633 TCI Guided Interview Project	432100- State Grant	\$10,000.00
IO-12633 TCI Guided Interview Project	710100- Professional Services	\$10,000.00

**RECOMMENDATION**

Recommendation to approve allocation from the Administrative Office of the Courts Nevada to the Reno Justice Court “Trial Court Improvement (TCI) Grant” in the amount of [ \$10,000.00 for FY26 with 30% match required]. The Grant will assist funding for implementation of a guided interview project for self-represented litigants. The allocation will be made in a lump sum of \$10,000.00 retroactively December 01, 2025 through June 30, 2026. Direct Finance to make the necessary budget amendments.

**POSSIBLE MOTION**

Should the Board agree with staff’s recommendation, a possible motion would be: “Move to acknowledge allocation from the Administrative Office of the Courts (AOC) Nevada to the Reno Justice Court “Trial Court Improvement (TCI) Grant.” in the amount of [\$10,000.00 for FY26, 30% match required.] and direct Finance to make the appropriate necessary budget amendments.”