

**A case in Justice Court that is moved to District Court should not have a new case in LegalServer. You need to add the new court with District court name and District case number. Both Justice and District case numbers will be recorded for tracking purposes and accuracy.**

**Adding court or how to add a District Court case number when a Justice Court case is bound over to District Court.**

**In order to keep Justice Court and District Court case numbers intact we have the user add the District Court as a new Jurisdiction.**

**Review the current entries in the Litigation Tab to see Courts and Cases entered initially.**



# State of Nevada Department of Indigent Defense Services

Note Drafts 11 Messages 0 MyTime 0 HOURS Stanl

Home Cases Outreach Timekeeping Contacts Organizations SMS Reports Funding Sources Users Admin CSV Upload Documents

Home » Cases » Theodore Chipmunk (24-0115503) » Criminal Profile

Search Actions Views Admin Help

## Theodore Chipmunk (24-0115503)

Disposition: Open  
 Custodial Status: Incarcerated -- Serving Sentence  
 Top Charge: 51137 - POSSESS ONE OUNCE OR LESS OF MARIJUANA:  
 Cause Number: JD-234-438 / DC-CR-21-277  
 Case Status: Open  
 Opened: 11/12/2024

Client Conflict Status: [Undetermined]  
 LPC: Cat. B Felonies (max. <= 10 years), C, D, E felonies, and GM)

**S Advocate**  
 Stanley Morrice

**M Case Email**  
 24-0115503@nevada.legalserver.org

### Charges (all)

★ 51137 - POSSESS ONE OUNCE OR LESS OF MARIJUANA

### Case

Cause Number: JD-234-438 / DC-CR-21-277  
LPC: Cat. B Felonies (max. <= 10 years), C, D, E felonies, and GM)  
Funding Code: CO -- County

### Contact

Email:  
Address: 1234 Main Street  
Carson City, NV 89701

### Assignments

Office: Department of Indigent Defense Services  
Program: General  
Primary Assignment: Stanley Morrice

Jurisdiction: Carson City

Hand Entered Charge: N/A

### Case / Client Alerts [Edit]

PEOPLE/ORGANIZATIONS CASE CONTACTS TASKS/EVENTS CASE NOTES TIMESLIPS **LITIGATIONS** ACTIVITY LOG

In this example we have two courts listed. One for Justice Court and another one for District Court.

PEOPLE/ORGANIZATIONS CASE CONTACTS TASKS/EVENTS CASE NOTES TIMESLEEPS **LITIGATIONS** ACTIVITY LOG

Viewing Both Results

Court Name	Judge Name	Docket Number	Date Proceeding Initiated	Date Proceeding Concluded	Client Is?	Outcome	Caption	Edit
1st Judicial District Court (Carson City)	N/A	DC-CR-21-277	N/A	N/A	N/A	N/A	District Court	Edit
Carson City Justice Court	N/A	JD-234-438	N/A	N/A	N/A	N/A	JD-234-438	Edit

No Other Pages

This way we can keep track of case numbers and the changes once bound over.

How to add a court when a case is bound over to District Court.

State of Nevada Department of Indigent Defense Services

Messages 0 MyTime 0 HOURS Stanley Morrice Logout

Home Cases Outreach Timekeeping Contacts Organizations SMS Reports Funding Sources **Users** Admin CSV Upload Documents

Home » Cases » Theodore Chipmunk (24-0115503) » Criminal Profile Search Actions Views Admin Help Timer Not Started - 0

Success, deleted litigation.

Theodore Chipmunk (24-0115503)

Disposition: Open  
Custodial Status: Incarcerated  
Top Charge: 51137 - PC MARIJUANA  
Cause Number: JD-234-438  
Case Status: Open  
Opened: 11/12/2024

Client Conflict Status: LPC  
Cat. B Felonies, and

**Actions**

- Assign / Close / Refer
- Edit Case Info**
- Criminal Actions
- Case Copy
- Special Programs

Additional Names for Client  
Adverse Party  
**Court/Case Information**  
Edit Applicant Demographics  
Edit Contact Info  
Edit Family Information  
Edit Financial Information  
Edit Funding Code  
Edit Legal Problem Code

**Case**

Cause Number: JD-234-438 / DC-CR-21-277  
LPC: Cat. B Felonies (max. <= 10 years), C, D, E felonies, and GM)  
Funding Code: CO -- County

**Assignments**

## Add Court Info.

**Court Info**

Caption

Court (required)  **Use drop down list by typing first 3 letters of Court name.**  
 Search for organizations by name

- 10th Judicial District Court  
73 N. Maine St.  
Fallon, NV 89406
- 11th Judicial District Court (Lander County)  
50 State Rte 305  
Battle Mountain, NV 89820
- 11th Judicial District Court (Mineral County)  
105 S. A. St  
Hawthorne, NV 89415
- 11th Judicial District Court (Pershing County)  
400 Main St  
Lovelock, NV 89419
- 1st Judicial District Court (Carson City)  
885 E Musser St.  
Carson City, NV 89701
- 1st Judicial District Court (Storey County)  
26 S. B St.  
Virginia City, NV 89440
- 2nd Judicial District Court  
75 Court St.  
Reno, NV 89501
- 3rd Judicial District Court

## Add Case Title and Case numbers for both Justice and District.

**Court Info**

Caption

Court (required)  **Use drop down list by typing first 3 letters of court name**  
 Search for organizations by name

Case Number

Copy Case Number to all fields.

Case Title (required)  **By sure to have both previous Justice Court case # and the District Court case # included.**

Case Number (required)

[Continue >](#)

## Verify the added information under Litigation TAB.

PEOPLE/ORGANIZATIONS CASE CONTACTS TASKS/EVENTS CASE NOTES TIMESLIPS **LITIGATIONS** ACTIVITY LOG

Viewing Both Results Review all information below.

Court Name	Judge Name	Docket Number	Date Proceeding Initiated	Date Proceeding Concluded	Client Is?	Outcome	Caption	Edit
1st Judicial District Court (Carson City)	N/A	DC-CR-21-277	N/A	N/A	N/A	N/A	District Court	<a href="#">Edit</a>
Carson City Justice Court	N/A	JD-234-438	N/A	N/A	N/A	N/A	JD-234-438	<a href="#">Edit</a>

**No Other Pages**

Select Edit to make corrections.