

Tribal Court: How to Attend Virtual Hearings

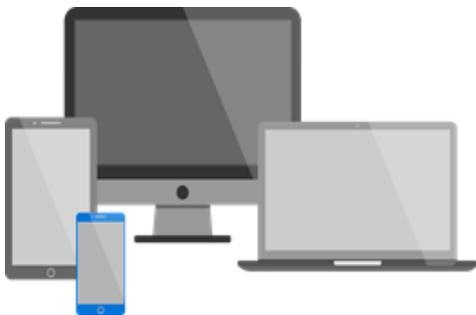


SHINGLE SPRINGS BAND OF MIWOK INDIANS TRIBAL COURT

A Handout for Litigants

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What Changes Mean

Please take a moment to review prior to your hearing.

No in-person contact



Do not come to Court. **Become familiar with our phone or online instructions.** This section describes some basic behaviors and manners that will be expected of you and your advocate/witnesses

The COURT continues to serve you



The Court will continue to hear you and take the time to ensure that you have as positive and productive an experience as we can give you. This section describes how the Court will behave towards you and your advocate/witnesses.

Checklist Before Your Hearing



Attached is a checklist of important things for you to remember as you prepare for your hearing.

Tribal Court Changes

The COVID-19 Pandemic has rewritten the way people interact. The impact of the pandemic has reached throughout the world changing the way we communicate. The impact has also been felt at the Tribal Court. To keep our Court patrons and employee safe, we took steps to ensure hearings and files could continue by using online or virtual systems. We are also able to use phone conference systems. As a result, we have implemented these new systems to keep the Court open. In this brochure we hope to explain our virtual and phone hearing systems as well as our mail/email filings.

The public shall not physically come to the Tribal Court for hearings, filings and other court matters. Instead, all court access shall be by phone, email and online conferencing systems. Administrative Order AO-2020-01.

Clerk Contact Information

If you have questions about a current, ongoing Court case, you should feel free to contact the Court Clerk to ask about the status of your case. You can call or email but please do not visit in person. The clerk's phone number is (530) 698-1446. If you reach voicemail, please leave a message. Be sure to include your case number. Your call will be returned. If you have email, you can also ask via email by contacting: cgallegos@ssband.org.

Court Director Information

If you are not able to reach the Court Clerk, you can also contact the Court Director by calling (530) 698-1449, or by sending an email to smontero@ssband.org

Filing Court Documents

Preparing for existing case

If a court case already exists and you wish to submit documents to the Court, you can mail your documents to the Court or email them to the Court Clerk. (See page 2 for contact information.) If you wish to file documents but you do not have the Court forms, please contact the Court Clerk to ask for forms. The Clerk will send you the relevant forms. The Clerk will also mail Notice of Online Hearings to everyone who has a hearing scheduled. If you receive a Notice, please keep it in a safe place and on the day of your Hearing, have the Notice on hand because you will need the information on the Notice to login or call in to your Hearing. See page 4 for information on how to attend your hearing.

If you wish to file a new case

Contact the Court Clerk to let the Clerk know you wish to file a new case. The Clerk will send you the forms to fill out. If you have questions, you may ask the Clerk to schedule an appointment for you with the Self Help Attorney. Filings for new cases may be submitted via mail to the Clerk. The submitting party must include a phone number and mailing address where they may be reached along with the mailing address of the opposing party. Once the case is received, a filing fee will be assessed, where required by Ordinance, in order for the case to continue through the Court process.

If your mailing address or phone number change during the course of your case, please let our Court Clerk know so we can keep you updated with any activity in your case.

How to Attend A Hearing

Look at your Notice of Online Hearing:

DATE:	OCT 21, 2019 (Monday)	This is the date &
TIME:	10:00 a.m.	time of your hearing
LOCATION: Online/virtual conference call; to participate in this hearing you can choose either a video conferencing or a phone option. If you cannot participate by either option, please contact the Clerk immediately.		
INSTRUCTIONS: To participate by video, you will need to go online at the time and date listed in this Notice and enter the following link: https://thelinkwillbehere123456789		
If you do not have online access you can participate by calling the following number, 1 (xxx) xxx-xxxx , when prompted enter		
Meeting ID: xxx xxx xxx Password: 111111		

Click on link or call

When prompted, enter Meeting ID & Password

- Find the date & time.
- Then, to enter your hearing, either:
 1. Make sure you are on the Internet &
- Enter the link on your smartphone, or tablet or laptop.
-OR- If you cannot connect through the Internet:
 2. Call the number on your Notice.
- The number is located above the Meeting ID.
- You will be asked to enter your Meeting ID first followed by the password. You will hear a 'beep' as you enter the meeting.
- The Clerk will ask for your name

Checklist of things to do

Before Court



- Do you have a phone, tablet or laptop with good Internet access? If not, do you have a phone with service?
- Do you have a quiet place where you can call into the hearing?
- Do you have your copy of the Notice and is it in an easy to find place?

During the Hearing



- Be on time and have your Notice on hand.
- Have your evidence prepared.
- Call in or click on the link. State your name to the Court Clerk and wait for your case to be called.
- Do not interrupt others when their case is being discussed.
- Do not record or take screen shots & do not invite the public to your hearing.

After the Hearing



- You will be mailed/emailed your Order.
- Check with the Court Clerk if you do not receive it within two weeks.
- Let the Court know of any address changes.
- Make arrangements to pay any fines.

Who we are

The Shingle Springs Tribal Court provides a culturally-sensitive, independent judicial forum. Indian tribes retain inherent sovereign powers over their members and territory. In 2009, the Shingle Springs Band of Miwok Indians established a Tribal Court to uphold the Tribe's codes and ordinances and to enforce state court orders. Over the years, the Tribal Court has expanded its work in an effort to provide the most complete services possible.

- The objective of the Tribal Court is “to discover the truth and, to the extent possible, seek a resolution which restores balance to the community in accordance with the customs and traditions of the Tribe, repairs relationships, results in fairness and avoids principles of retribution and punishment.” —Gov Code, Art. 6, Sec 3.

Contact Us

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