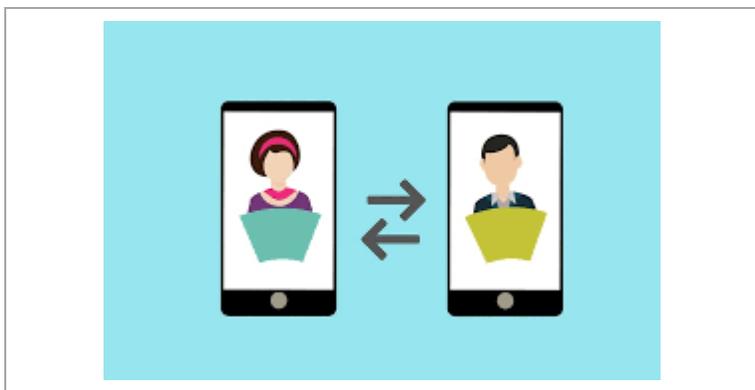


Tribal Court: Conduct on Phone & Video Hearings



**SHINGLE SPRINGS BAND OF
MIWOK INDIANS TRIBAL COURT**

A Handout for Litigants

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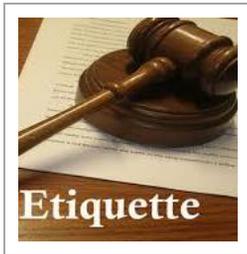
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What is etiquette?

Please take a moment to review prior to your hearing.

Code of conduct



Etiquette is a code of polite conduct used in a particular setting. Court hearings require a certain kind of etiquette where the participants listen, take an oath, speak when called upon and be respectful those at the hearing.

The Court requires you to know the proper etiquette



The Court will hear you and take the time to examine your information. The Court will assume you are familiar with the proper etiquette and will expect you act accordingly.

Failure has consequences



Failure to follow guidelines which lead to the violation of Court's practices may result in an Order of Contempt and fine.

Tribal Court Conduct

The COVID-19 Pandemic changed the way courts serve the public. The SSBMI Tribal Court is holding phone and video hearings as a way to follow social distancing guidelines while still continuing to process cases.

In this brochure we hope to explain the behaviors that the Court will expect from you when you attend a hearing by phone or video.

This current Order addresses the behavior requirements for appearing in court either through video or telephone... This Order is our best attempt to strike a balance between party privacy and access to the Court during these unprecedented times. Administrative Order AO-2020-02.

Clerk Contact Information

If you have questions about a current, ongoing Court case, you should 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.

Visit our Webpage for Hearing Guidelines

The Tribal Court's webpage contains our Administrative Orders as well as a booklet describing the step by step process of logging into your hearing. Please visit the following page to access that information:

<https://www.shinglespringsrancheria.com/tribal-court/>

During the Hearing

Do not share or invite the public

The information you receive to call or log into your hearing is yours alone. It is not meant for you to share with the public. Out of respect for your fellow court participants, you should not share your screen or phone with others unless they are also part of the case such as another party, advocate, attorney or witness.

Do not record or photograph the hearing

Out of respect for your fellow court participants and the Court, do not take photographs and do not records the hearings. The privacy of others on the call is a chief concern. Violation of this request may result in an Order of Contempt and a fine of \$5,000.

You are under oath

Imagine you are in a physical courtroom. You will be asked to raise your right hand and take an oath to provide the truth and to provide all necessary and helpful and relevant facts. You will be asked to take the same oath during the video or telephone call. You will be held to the same standard and will be expected to honor your oath under penalty of perjury – you could be fined for failing to do so.

Any additional actions or behaviors which cause the violation of Administrative Court Order AO-2020-01, this Order AO-2020-02 or other orders of this Court shall be cause for an Order of Contempt and a possible fine of \$5,000 per instances.

Other Do's & Don'ts

Some do's to remember:

- Be on time. Call or log in at the time stated in your Notice of Hearing.
- Have patience as the Court finishes hearing the person ahead of you.
- Try to find a quiet place, if possible, when calling in or participating in your hearing.
- When asked for your name at the beginning of the hearing, please speak up and let the Court Clerk know your full name.

Other No's in the Courtroom:

- Do not have someone impersonate you at the hearing. It is YOUR hearing.
- Do not interfere with anyone attempting to file documents with the Court whether it pertains to your case or someone else's.
- Do not interrupt when another person is speaking with the Judge or Court personnel.
- Do not otherwise disrupt Court hearings.

Checklist of things to do

Before Court



- Don't stress. Just read the instructions on calling or logging in so you feel comfortable with the process before court.
- Read this pamphlet on etiquette rules.
- Talk to your witnesses, advocate (if you have one) and let them know about the Court's rules on etiquette.

During the Hearing



- Be on time and have your Notice on hand.
- 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.
- Remember you are under oath. Be truthful.
- Do not record or take screen shots & do not invite the public to your hearing.

After the Hearing



- Check with the Court Clerk if you do not receive the Judge's Order within two weeks of your hearing.
- If you call the Court Clerk, please be polite. Your case is important and the Clerk will do everything possible to help.
- 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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