



SHINGLE SPRINGS BAND OF MIWOK INDIANS TRIBAL COURT  
P.O. Box 1340, Shingle Springs, CA 95682

TO ALL PATRONS OF THE TRIBAL COURT.

NO.: AO-2021-01

**ADMINISTRATIVE ORDER RE: TRIBAL  
COURT OPERATIONS**

AS OF January 04, 2021

**SUBJECT: LIMITED MODIFICATIONS TO TRIBAL COURT OPERATIONS IN RESPONSE  
TO THE COVID-19 PANDEMIC.**

**FINDINGS:**

Due to the COVID-19 pandemic, and the resulting Shingle Springs Band of Miwok Indians Tribal Council Resolution 2020-25, the Shingle Springs Band of Miwok Indians Tribal Court (“Tribal Court”) closed to the public as of March 17, 2020 in order to protect the community and tribal employees. On April 21, 2020 the Tribal Court issued Administrative Order AO-2020-01 allowing limited Court services to resume while still addressing the safety of all who patronize or use the Tribal Court services. On May 4, 2020 the Tribal Court issued Administration Order AO-2020-02 describing contempt violations and penalties for those who violate AO-2020-01. On June 29, 2020 the Tribal Court issued Administrative Order AO-2020-03 indefinitely extending Administrative Order AO-2020-01 and Administrative Order AO-2020-02 due to the necessity of balancing safety concerns amid pandemic spread while still serving the community’s need for Tribal Court services. This Administrative Order, modifying the previous Administrative Orders, is issued in accordance with the administrative authority vested to the Chief Judge of the Tribal Court pursuant to Shingle Springs Band of Miwok Indians Governance Code, Title 10, Article 4, Section 7(A), (B), (G) and (H) and the Tribal Court Rules of Court, Rule 1.1.

**ORDERS:**

**Public Access to Tribal Court for Certain Hearings, Staffing Meetings, Other Meetings and Services**

1. Limited in person appearances. The public shall have the option to request in-person hearing appearances for the following Court dockets: Family Code (FL) matters, Family Wellness Court

(FWC) matters, and Civil Harassment (RO) matters. Parties having such cases may request an in-person hearing by contacting the Court Clerk no later than 7 business days prior to the scheduled hearing. If no request is made hearings for these designated dockets shall be held by phone, email and online conferencing systems. Except for the specified in-person hearings, the public shall not physically come to the Tribal Court for other hearings or filings and other court matters. Instead, all other court access shall continue to be by phone, email and online conferencing systems.

2. Adherence to guidelines. Should a request for an in-person appearance be granted the parties appearing in-person shall follow all posted guidelines with regards to social distancing. Parties shall sit in the Courtroom where indicated by Court staff. Parties attending in-person hearings shall also wear masks during their time in the Court area. Failure to follow these requirements may result in the hearing being terminated and/or changed to a remote hearing. Repeated failure to follow Court guidelines may also result in an Order of Contempt against the party failing to follow guidelines.
3. In person hearings cannot be required. A party requesting an in-person appearance cannot require other parties in the case to appear in-person if they would rather appear by remote appearance. The Tribal Court shall not require all parties in the same matter to appear in person.
4. Remote Hearings (Video and Phone). Tribal Court hearings held remotely shall continue to be conducted by the parties and judge appearing by video or telephone. The Tribal Court shall calendar and set hearings for remote appearances and shall provide notice with the relevant hearing electronic link and call-in conference number to all parties.
5. Remote Hearing Attendance. The remote hearings should be attended only by the parties, their attorneys/advocates of record, witnesses with relevant information or Tribal agency and Court employees. For Family Wellness Court attendees shall also include El Dorado County personnel involved in the administration of the case. Anyone who is not listed here is prohibited from attending any remote hearing of the Tribal Court.
6. Drug Testing Suspended. Drug testing by Court staff is still suspended.

### **Filing Documents with the Tribal Court**

1. Electronic Filings. Filings for open, current cases before the Tribal Court may be submitted via email to Chatira Gallegos, Court Clerk at [cgallegos@ssband.org](mailto:cgallegos@ssband.org). The submitting party must include in the email, a phone number where they may be reached and a mailing address.
2. Mail in Filings. Parties without access to email can file documents by mailing them addressed to the Tribal Court at 5281 Honpie Road, Placerville CA 95667 or PO Box 1340, Shingle Springs CA 95682.
3. In Person Filings. Parties who wish to file their documents in person must wear masks when entering the Courthouse area. Such in-person filings shall be limited and allowed only on a case-by-case basis. Prior to filing in-person the party filing must first contact the Court Clerk and make arrangement to visit the Tribal Court. All mask-wearing guidance and social distancing guidelines shall be strictly observed. Any party refusing to follow the guidelines may be asked to leave the Court area and may not have their documents received by the Court.
4. New Cases. Filings for new cases before the SSBMI Tribal Court may be submitted via mail to the Clerk of the Court at 5281 Honpie Road, Placerville, CA 95667. 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 judicial process.

5. Filing deadlines. Filings must be submitted via email by midnight or postmarked on the date they are due.

### **Information and Questions**

1. Operating Hours. The operating hours of the Tribal Court shall be Monday-Friday from 8:00am to 5:00pm. Immediate responses to requests for information may be limited on days when Court hearings are in session.
2. Email and Telephone Access. Members of the public, parties, attorneys/advocates, court patrons and tribal members may seek information, ask questions or request updates about the status of their current cases by contacting the Court Clerk, Chatira Gallegos, by email at [cgallegos@ssband.org](mailto:cgallegos@ssband.org) or by telephone (530) 698-1446. The Tribal Court Director, Sonia Montero, may be contacted by email at [smontero@ssband.org](mailto:smontero@ssband.org) or by telephone (530) 698-1449.
3. Mail Access. Parties without access to email or telephone can contact the Tribal Court by mailing questions to the Tribal Court at 5281 Honpie Road, Placerville CA 95667 or PO Box 1340, Shingle Springs CA 95682.

IT IS SO ORDERED.



Signed: January 4, 2021

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VICTORIO L. SHAW, CHIEF JUDGE