



SHINGLE SPRINGS BAND OF MIWOK INDIANS TRIBAL COURT
P.O. Box 531, Shingle Springs, CA 95682

TO ALL PATRONS OF THE TRIBAL COURT.

NO.: AO-2020-01

**ADMINISTRATIVE ORDER RE: TRIBAL
COURT OPERATIONS**
AS OF APRIL 21, 2020

**SUBJECT: TEMPORARY MODIFICATIONS TO TRIBAL COURT OPERATIONS DURING
THE MONTHS OF MAY AND JUNE 2020 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. In order to now allow the Tribal Court to provide services to the community while still addressing the safety of all who patronize or use the Tribal Court services temporary modification to Tribal Court operations are necessary and required. This Administrative Order, issuing temporary guidance on modified Tribal Court operations, 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. This Administrative Order shall remain in effect through June 30, 2020 and may be extended by additional orders from the Tribal Court.

ORDERS:

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

1. No in person appearances. 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.
2. Remote Hearings (Video and Phone). All Tribal Court hearings shall be conducted remotely by the parties and judge appearing by video or telephone. The Tribal Court shall calendar and set all

hearings in this manner for May and June and shall provide notice with the relevant hearing electronic link and call-in conference number to all parties.

3. 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.
4. Drug Testing Suspended. Drug testing by Court staff is temporarily suspended. Those drug testing with the Court shall be notified when drug testing resumes.

Filing Documents with the Tribal Court

1. Electronic Filings. All filings for open, current cases before the Tribal Court may be submitted via email to Chatira Gallegos, Court Clerk at 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. Family Wellness Court Reports. All reporting for the Family Wellness Court must be done remotely and/or reports submitted via email to the Clerk of the Court at cgallegos@ssband.org.
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.

Citations – Options

1. Citations Request Hearing. If you have received a citation and you wish to request a hearing to contest the citation or speak to the judge, you may contact the Tribal Court electronically, by phone or mail using the contact information in the “Information and Questions” section below.
2. Citations Admit and Pay. Individuals that wish to admit to the violations on the citation and pay their citation amounts or citation orders may still do so by contacting the court electronically, by phone or mail using the contact information in the “Information and Questions” section below.

Information and Questions

1. No in person access. The public shall not physically come to the Tribal Court for information, question or any reason.
2. Operating Hours. The operating hours of the Tribal Court shall be Monday-Friday from 8:00am to 5:00pm.
3. Email and Telephone Access. Members of the public, parties, attorneys/advocates, court patrons and tribal members may 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 or by telephone (530) 698-1446. The Tribal Court Director, Sonia Montero, may be contacted by email at smontero@ssband.org.

4. 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.
5. Self-Help Services. The Self-Help Computer area is temporarily unavailable. However, those wishing to receive phone consultations with the Self-Help Attorney for the months of May can schedule a consultation by contacting the Court Clerk (530) 698-1446 or Court Director (530) 698-1449.

Change in Address – Duty to Notify the Tribal Court

All individuals with existing Court cases must let the Tribal Court know of any change of address or change of phone number or email as soon as possible.

IT IS SO ORDERED.

Signed April 21, 2020



CHRISTINE WILLIAMS, CHIEF JUDGE