

## LTBB Tribal Court Administrative Order

### COVID-19 Response: Phased Re-Opening for May 2020

04-27-2020-03

Tribal Court takes its' role in helping to protect community health and safety very seriously. In order to help slow the spread of COVID-19 the Tribal Court will be adopting the following measures and protocols to plan for a phased re-opening of the LTBB Tribal Court during May 2020:

1. A phased re-opening of the Tribal Court shall commence when the Executive branch issues a directive, Executive Order or similar order authorizing a phased reopening of LTBB government operations.
2. Courtesy drug and alcohol screening for individuals who are not under the jurisdiction of the Tribal Court will continue to be suspended until further order of the Tribal Court. If you are an individual who is affected by this change and have questions please contact the Probation Department at (231) 242-1465. Drug testing for LTBB clients will be arranged by video conferencing technology ("VTC") with the LTBB Probation Department.
3. All in-person hearings will be conducted using either VTC or telephonic methods until June 12, 2020 or until further notice of the Court. Approved methods of VTC include Zoom, Polycom and/or other methods approved in writing by the Chief Judge. Parties, attorneys and witnesses will be given instructions regarding the utilization of VTC and telephonic hearings. All jury trials, except for incarcerated defendants, will be suspended until further order of the Court.
4. The Tribal Court strongly encourages that all filings continue to be submitted electronically to [cbrouckaert@ltbbodawa-nsn.gov](mailto:cbrouckaert@ltbbodawa-nsn.gov) or by facsimile at (231) 242-1470. If an individual is unable to submit filings via email or fax, paper copies will be accepted via mail. Filing fees will need to be sent via mail and must be received prior to the Tribal Court prior to the filing being processed, even if the filing is received via electronic means.
5. The Tribal Court will implement a staggered schedule for Tribal Court employees to reduce the risk to the health and safety related to COVID-19 while allowing employees to work in the office.
  - a. No more than two (2) employees will be allowed in the office at a time, employee schedules shall be arranged by the Court Administrator and employee supervisors, as approved by the Chief Judge.
  - b. Employees will be required to wear personal protective equipment ("PPE") when in the common areas of the Tribal Court office suites, this at a minimum includes masks and gloves. Required PPE will be provided by the Tribal Court to employees.

- c. Employee will sanitize common areas upon entering those areas and will sanitize any office equipment they will be using (i.e. filing cabinets, printers, scanners, copiers, postage machine, microwaves, refrigerators, etc.) prior to that use.
  - d. Employees will sanitize common areas upon exiting those areas and will sanitize any office equipment they used (i.e. filing cabinets, printers, scanners, copiers, postage machine, microwaves, refrigerators etc.) following that use.
  - e. "Sanitizing" as referred to in this policy means the use of cleaning product, including, but not limited to Clorox Disinfecting Wipes (or comparable product), disinfecting sprays i.e. Lysol, Clorox, to wipe down surfaces, including but not limited to: countertops, tabletops, door handles, microwave handles, refrigerator handles, office equipment/machines, etc. that the employee will come into contact with, or did actually come into contact with.
  - f. Employees that have not been scheduled to work in-office and are able to work remotely will continue to work remotely.
6. Tribal Court offices will remain closed to the general public. Tribal Court employees will be available via telephone, email and fax.

Date: \_\_\_\_\_



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Hon. Allie Greenleaf Maldonado