

## LTBB Tribal Court Administrative Order

03-16-2020-02

We at Tribal Court take our 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 until further notice:

1. We will no longer be offering courtesy drug and alcohol screening for individuals who are not under the jurisdiction 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 only be offered from 6:00 AM-9:00 AM.
2. All in-person hearings will be adjourned for a period of ninety (90) days until Friday, June 12, 2020 or until further notice from the Tribal Court.
3. The Tribal Court will require all filings 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.
4. The Tribal Court will continue to conduct hearings via phone conferencing in the following matters:
  - a. Child welfare;
  - b. Criminal;
  - c. Divorce/Custody; and
  - d. Juvenile Delinquency/Status Offenses.

Parties, attorneys and witnesses of ongoing cases will be notified that they will be required to appear by phone and provided with instructions on how to call in.

The Tribal Court will continue to accept filings but will not schedule hearings in matters except as outlined above. All jury trials, except for incarcerated defendants, will be suspended during the closure period.

5. In accordance with the COVID-19 protocols put in place by LTBB last week and the announcement made this morning by the Executive Branch, Tribal Court offices will be closed to the general public. If you need to access Tribal Court services please call ahead and schedule an appointment. Unless you have a scheduled appointment you will not be seen; this does not include situations where an individual is seeking a personal protection order.

Tribal Court employees will still be available via telephone, email and fax. Staff will be working remotely and Tribal Court will have limited in-office coverage during the closure period.

If you any questions regarding this policy please contact the Court Administrator at (231) 242-1461 or [mwlesky@ltbbodawa-nsn.gov](mailto:mwlesky@ltbbodawa-nsn.gov)

