

FILED
IN MY OFFICE THIS

JUN 05 2020

CLERK, ISLETA TRIBAL COURT

PUEBLO OF ISLETAP.O. BOX 729
ISLETA, NM 87022**STATE OF NEW MEXICO
PUEBLO OF ISLETA
ISLETA TRIBAL COURT****TRIBAL COURT LIMITED OPERATIONS PLAN AND
ADMINISTRATIVE ORDER**

Court operations are substantially curtailed to help keep the public and our employees safe during the COVID-19 pandemic. We have entered an unprecedented time and are working to understand how to move forward with court considering the growing outbreak of COVID-19. We are closely monitoring recommendations and practices from the Centers for Disease Control and Prevention to protect the public's health. To minimize the health impacts of COVID-19 to our community, we are implementing a variety of emergency strategies to increase social distancing and slow the spread of the disease. We understand these actions will have a tremendous impact on all members of our community.

THEREFORE, the court hereby affirms and declares:

HEALTH EMERGENCY – Recognizing the Declaration of Emergency declared by the Pueblo of Isleta on March 13, 2020 due to the COVID-19 virus, this emergency Standing Order shall be in effect for Isleta Tribal Court immediately, and shall remain in effect until rescinded by the Isleta Tribal Court Chief Judge. This order shall apply to all persons who are transacting business with Isleta Tribal Court including but not limited to attorneys, parties, witnesses and jurors.

1. **Courthouse Lobby Access:** The Courthouse lobby shall be closed until further notice. Only persons with scheduled appointments or hearings shall be allowed in the Courthouse lobby.

Visitors who do not have a scheduled hearing or appointment will need to contact the Court Clerk's office at 505-869-9699, prior to entering the court house lobby to reserve their appointment time.

2. **Filings:** Filings shall be done by appointment only. The court will also accept filings via fax, email and US mail. Forms can be found on the Isleta Tribal Court website. New petitions which require a filing fee will be required to be sent via US mail. Filing fees can be made in the form of money order or cashier's check. The submitting party must include a current contact information and a mailing address.

Fax: 505-869-9747

Email: denise.lucero@isletapueblo.com

Mailing Address: P.O. Box 729
Isleta, NM 87022

3. **Civil Hearings:** The court has found good cause to limit the number of parties in the court room for hearings.

A. Litigants will receive a Notice of Hearing with instructions of who must appear in person (if necessary) or by phone or video conference. See No. 9 of this Order for persons appearing in person.

4. **Criminal Hearings:**

A. In-custody defendants shall not be transported for court hearings until further notice.

B. All criminal hearings, including but not limited to first appearances and arraignments shall be conducted by phone or video conference.

5. **Traffic Hearings:** The Court has found good cause to limit the number of parties in the courtroom for traffic hearings.

A. Defendants will receive a Notice of Hearing with instructions to appear in person if necessary. See No. 9 of this Order for persons appearing in person.

6. **Probation:** The Probation Department shall continue to supervise and ensure compliance of services of any individuals on probation or otherwise ordered by the Court to receive services through and/or report to the Probation Department. All check-ins will be done telephonically until further notice. Please contact the Probation Officers at the provided numbers to make an appointment or to telephonically check-in.

Gerald Bush 505-869-7576 (cell: 505-916-4026) or

Jeff Jiron 505-869-9701 (cell: 505-554-0481)

7. **Community Service:** Community service will be scheduled on a limited basis to ensure social distancing and that safety measures are taken. For community

service please contact Christine Abeita, Community Service Work Supervisor at 505-869-9031.

8. **How to pay Fines and Court Costs:**

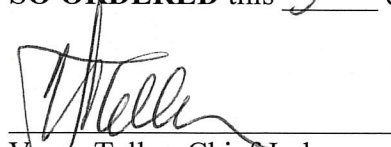
- A. Traffic fines, Criminal fines, court costs, Soberlink and GPS devices can be paid on the Tribal Court online website at www.citepayusa.com or mailed to P.O. Box 729, Isleta, NM 87022 by money order or cashier's check.
- B. In person payments shall be done by appointment only. The person will need to contact the Clerk's Office at 505-869-9699 to schedule an appointment.

9. **Health and Safety Protocols:** Any person doing official business or who has a scheduled court hearing will be required to:

- A. Submit to a non-contact temperature scan at the courthouse entrance for signs/symptoms of the COVID-19 virus. Anyone tested with a temperature of 100.4F or above shall not be allowed to enter. Anyone showing signs of illness or feeling ill shall not enter the Isleta Tribal Courthouse.
- B. Wear a mask or face covering.
- C. Wash hands prior to entering the courtroom using the restrooms located in the lobby area.

The court staff and judges will continue to monitor the court's and the community's safety needs during this time, making adjustments as needed and provide further updated orders.

SO ORDERED this 5th day of June, 2020.


Verna Teller, Chief Judge
Isleta Tribal Court