

MAY 19 2021

D. Rivera
CLERK, ISLETA TRIBAL COURT

STATE OF NEW MEXICO
PUEBLO OF ISLETA
ISLETA TRIBAL COURT

Administrative Order: 0007-2021

**TRIBAL COURT RE-OPENING OPERATIONS PLAN AND
ADMINISTRATIVE ORDER**

Court operations were substantially curtailed to help keep the public and our employees safe during the COVID-19 pandemic. We have experienced an unprecedented time and are worked hard to understand how best to go forward with tribal court during the growing outbreak of COVID-19 in order to keep the public and court staff safe. We closely monitored 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 were required to implement a variety of emergency strategies to increase social distancing and slow the spread of the disease. We understand these actions have a tremendous impact on all members of our community.

Therefore, the court hereby affirms and declares:

HEALTH PROTECTION STRATEGIES -- Recognizing the State of emergency declared by the Pueblo of Isleta due to the COVID-19 virus, this standing order shall be in effect for Isleta Tribal Court, and shall remain in effect until rescinded by the Isleta Tribal Court Chief Judge.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 open to **ONLY** individuals who have a scheduled hearing or who have a scheduled appointment. **ONLY** persons with a scheduled hearing or appointment shall be allowed to check-in at the main Court house lobby door, at their respective scheduled hearing or appointment time.

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 coming to the Court house.

2. COVID Screening and Temperature Check:

Individuals who have a scheduled hearing or appointment will be required to submit to a temperature check and COVID Screening by the Tribal Court Bailiff or Tribal Court staff.

3. Filings:

To minimize contact, the court strongly urges the public to file electronically or by US mail.

For existing cases you may file electronically via fax or email to:

- Fax: 505-869-9747
- Email: denise.lucero@isletapueblo.com

To file by U.S. mail, send to:

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

New Petitions and Civil Complaints:

New Petitions and Civil Complaints which require a filing fee will be required to be sent via US mail or by appointment ONLY. Filing fees can be made in form of money order or cashier's check. The submitting party must include a phone number, mailing address, and/or email address at which they can be reached.

In-person filings will be accepted by appointment only. Please call the court to schedule an appointment to file at 505-869-9699.

3. **Civil Hearings:** All civil hearings will resume in-person (number of persons in the courtroom will be limited to maintain social distancing).
4. **Criminal Hearings:**
 - A. No criminal in custody defendants shall be transported until further notice. Those defendants who are in custody will have virtual hearings.
 - B. Criminal Hearings for those not in custody will resume in-person.
5. **Traffic Cases:** All Traffic cases, such as Arraignments, Bench Trials, and Order to Show Cause Hearings will continue to be held telephonically.
 - A. Defendants with a contact information sheet on file will receive a Notice of Hearing with instructions on how to appear.
 - B. If Defendant's do not receive a notice, Defendants are asked to contact the court to update their current contact information to include: phone number, email address and/or postal mailing address.
6. **Probation:** The Probation Department shall continue to supervise and ensure compliance of services, of 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 at the discretion of the Probation Officer, until further notice. Probationers are subject to drug testing at the discretion of the Probation Officer. Please contact the Probation Officers at the numbers provided to make an appointment or to check-in.

- Gerald Bush: Office: 505-869-7576
Cell: 505-916-4026

or

- Jeff Jiron: Office: 505-869-9701
Cell: 505-554-0481

7. **Community Service:** Community service will resume as scheduled by the Community Service Work Supervisor. For any questions regarding community service please contact Christine Abeita, Community Service Work Supervisor at 505-869-9031.

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

To minimize contact, the court strongly urges the public to pay online or by US mail.

- A. Traffic fines and court cost can be paid online at www.citepayusa.com or mailed to P.O. Box 729, Isleta, NM 87022.
- B. Criminal fines, court costs, Soberlink and GPS devices can be paid online at www.citepayusa.com or mailed to P.O. Box 729, Isleta, NM 87022 by money order or cashier's check.
- C. **In person payments** shall be accepted by **appointment only**. Please call the court to schedule an appointment to pay at 505-869-9699.

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

SO ORDERED this 19th day of May, 2021.


Verna Teller, Chief Judge