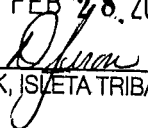


FEB 28, 2022

Administrative Order: 0001-2022   
CLERK, ISLETA TRIBAL COURT

**TRIBAL COURT OPERATIONS PLAN AND  
ADMINISTRATIVE ORDER**

Court operations were substantially curtailed to help keep the public and our employees safe during the Covid-19 pandemic. The Pueblo of Isleta Governor issued an *Executive Order – COVID-19 Guidelines and Protocol Changes* on February 22, 2022. The court has determined that the restriction on in-person hearings should be relaxed to allow litigants to appear in court for civil hearings. Therefore, the Tribal Court Administrative Order No. 0007-2021, is hereby rescinded and replaced with this Administrative Court Order No. 0001-2022. This standing order shall be in effective on February 25, 2022 for Isleta Tribal Court and shall remain in effect until rescinded by the Isleta Tribal Court Chief Judge.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. The Isleta Tribal Court will operate as follows:

**Courthouse Lobby Access:**

The Courthouse lobby shall be open **ONLY** to individuals who have a scheduled hearing or who have a scheduled appointment. 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 Courthouse.

**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:**

A filing fee is required. Payment of the filing fee can be made via US mail or in person by appointment **ONLY** in the form of a money order or cashier's check. The submitting party must include their phone number, mailing address, and/or email address where they can be reached.

**Civil Hearings:** Civil hearings will resume in-person (the number of persons in the courtroom will be limited to maintain social distancing).

**Criminal Hearings:**

- A. No in-custody defendants shall be transported from a detention facility for hearings until further notice. In-custody defendants will have virtual hearings.

B. Criminal Hearings for those not in custody will resume in person.

**Jury Trials:** Remain on hold.

**Traffic Cases:** All Traffic cases, such as Arraignments, Bench Trials, and Order to Show Cause Hearings will be held telephonically.

A. Defendants with contact information on file will receive a Notice of Hearing with instructions on how to appear – in person, telephonic or virtual.

B. If Defendants do not receive a notice, they are asked to contact the court to update their current contact information to include phone number, email address, and/or postal mailing address.

**Probation:** The Probation Department shall continue to supervise and ensure compliance of individuals on probation or otherwise ordered. Please contact the Probation Office at the numbers below to make an appointment or to check-in.

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

Or

Christine Abeita: Cell: **505-388-8813**

**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 **505-388-8813**.

**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 costs can be paid online at [www.citepayusa.com](http://www.citepayusa.com) or mailed to P.O. Box 729, Isleta, NM 87022.

B. Criminal fines, court costs, fees for Soberlink, and GPS devices can be paid online at [www.citepayusa.com](http://www.citepayusa.com) or mailed to P.O. Box 729, Isleta, NM 87022 by money order or cashier's check.

C. **In-person payments** will 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 and the community's needs during this time, making adjustments as needed and providing further updated orders.

SO ORDERED this 28<sup>th</sup> day of February 2022.

  
Verna Teller, Chief Judge