



**Sault Ste. Marie Chippewa Tribal Court
Telephone 906.635.4963**

State of Emergency Administrative Order 2020-07

Tribal Court is an essential component of our Tribal government, and access to justice is vital to our membership. Fortunately, even during a pandemic, advances in technology allow the Tribal Court to continue to operate and serve the public by modifying operations to protect the health and safety of our community by helping slow the spread of COVID-19. Chief Judge Jocelyn Fabry, acting pursuant to Tribal Code § 80.103, and recognizing the Tribal Board of Directors' and Executive Task Force's directive to comply with Michigan Department of Health and Human Services' public health order of November 15, 2020, hereby ORDERS that the following modifications of operations beginning November 18, 2020 through December 8, 2020:

1. Tribal Court will not be conducting in-person hearings, except where in person appearance is necessary. In the event emergency in-person hearings are held, only essential parties to the cases will be allowed into the courthouse during those times. The Court will continue to conduct hearings via video and telephone conferencing in all scheduled cases. Parties, attorneys, and witnesses in these cases will be notified that they will be required to appear by video or telephone and will be provided with instructions on how to do so.
2. Tribal Court will require all filings, pleadings, and other communications to be submitted electronically to tribalcourt@saulttribe.net or by facsimile to 906-635-4952. If an individual is unable to submit filings via email or fax, paper copies will be accepted via mail. For matters that require filing fees, the fees will need to be sent via US mail to: Tribal Court, 2175 Shunk Road, Sault Ste. Marie, Michigan 49783 and received by the Court prior to the filing being processed, even if the filing is received by electronic means.
3. In accordance with the COVID-19 protocols put in place by the Tribe, Tribal Court offices will be closed to the general public, except by appointment. If you need to access Tribal Court services, please call the Court to schedule an appointment as Tribal Court employees will continue to answer the telephone during this time. In the event you

4. If you are currently on probation with Tribal Court, your probation officer will remain in contact with you regarding reporting requirements.
5. If you need to file an emergency personal protection order, please contact the Advocacy Resource Center at 906-632-1808.
6. No jury trials will occur until after January 4, 2020. No jurors will be required to appear for jury service during this period.
7. For individuals wishing to observe a hearing that is open to the public, please contact the Court for information regarding online or telephonic access.

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

Date:

11/18/2020



Honorable Jocelyn K. Fabry, P67806
Chief Judge, Sault Ste. Marie Chippewa Tribal Court

SAULT STE. MARIE TRIBE OF CHIPPEWA INDIANS



Sault Ste. Marie Chippewa Tribal Court Operational Plan November 18 – December 8, 2020

From the beginning of the Covid-19 pandemic, the Tribal Court has continued to demonstrate its commitment to public service and has dedicated itself to innovation to keep the Court open and accessible to the public. We immediately address concerns regarding how to provide essential services and have increased our ability to hear other matters in remote courtrooms. Virtual proceedings mitigate exposure risk, while at the same time increase court access to the membership. The following approach will be used during the time of the Michigan Department of Health and Human Service's public health order dated November 15, 2020, effective November 18 – December 8, 2020.

Staff

- All Court staff will primarily work remotely, except for scheduled appointments with Court patrons or probationers, and to retrieve necessary items from the office. The length of time spent in the office and the number of trips to the office shall be limited to the extent necessary to perform job duties, in an effort to decrease exposure for all Court staff and patrons.
- Staff shall work together to ensure that any scheduled appointments do not overlap to the extent allowable, in order to reduce the number of people in the office at any one time.
- At least bi-weekly staff meetings occur to update staff remotely via videoconference, along with sharing of all related documents via email.
- Team members shall self-monitor for indicative symptoms of COVID-19. No team member shall report to the office if they are feeling ill. CDC recommendations shall be followed and can be found at <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- Team members shall notify their direct supervisor if they are aware they were in contact with a Covid-19 infected person.
- Team members will be required to clean and disinfect areas of the Court they have contact with during use, i.e. refrigerator handles, microwave, faucet, etc.
- Those team members in shared office space, i.e. Court Clerk and Receptionist, must maintain at least 6 feet distance from each other at all times, if both are present.

- Team members will be required to clean and disinfect any shared tools, equipment and office equipment used in order to complete their job duties.

Safety & PPE Requirements

- All team members and Court patrons will have access to disposable face masks, however may choose to wear a personal mask or face covering of their own choosing. Masks must be worn when staff are within six feet of other team members or court clients, unless a team member is medically unable to comply.
- All team members will have access to disinfecting wipes and hand sanitizer; these will be available at various locations throughout the facility.
- Team members will practice social distancing and maintain 6 feet spacing from each other and court patrons whenever possible.
- Team members will be asked to maintain a list of everyone they have been in contact with while in the office and where in the court building they have been in the event that they test positive for COVID-19. (Contact tracing)

Building Adjustments

- All hearings will be held via video or telephonic conferencing, except if in-person appearance is required.
- The Court will be physically closed to the public, except by appointment only.
- There will not be a physical “waiting area” in the facility for Court patrons.
- Checklist of Covid-19 symptoms on front doors will continue to be posting on the front doors, directing Court patrons to leave if exhibiting any of the same.
- Signs on the exterior doors and throughout the facility will continue to be posted informing Court patrons of social distancing requirements.
- Chairs in the courtroom galley are arranged such that none are closer than 6 feet apart.

Court Patrons (probationers, attorneys, witnesses, parties, etc.)

- Those Court patrons when making an appointment will be “prescreened” by Court staff via telephone or e-mail to ensure they are asymptomatic for COVID-19.
- Those Court patrons with an appointment will be asked to wait in their vehicle and call the Court upon arrival.
- All Court patrons must have a temperature screen upon entry and must wear a face mask covering both the mouth and nose while in the facility.
- The Court’s Facebook page and webpage will be used to post updates for Court patrons regarding Covid-19 modifications, including Administrative Order 20-07. In addition, all attorneys of record will be notified of the building’s plan via direct email, and will be

requested to notify their clients of the same. Also, each court notice will include a link to these guidelines as posted online.

- No more than 10 persons, including staff, will be allowed within the courtroom at any given time in the event an in-person hearing takes place.
- Probationers shall not bring anyone with them into the building when coming in to meet with probation officers.
- In the event face-to-face meetings with probationers or other court patrons is required, court staff will “prescreen” the individual via telephone to ensure they are asymptomatic for COVID-19.

Signed,

Jocelyn K. Fabry
Chief Judge
jfabry@saulttribe.net