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JUL 12 2021

TRIBAL COURT CLERK

**Fond du Lac Band of Lake Superior Chippewa Tribal Court
Administrative Order
Court Operations following COVID-19 Pandemic
July 12, 2021**

Following CDC guidelines and direction from Fond du Lac Emergency Operations, previous Administrative Orders pertaining to the Covid-19 pandemic are hereby rescinded. The following Standing Order clarifies Tribal Court operations going forward. This Order shall apply to all persons who are transacting business with the Court, including but not limited to attorneys, parties and witnesses.

1. Hours. The Tribal Court Clerk's Office will open at 9:00 a.m. and close at 4:00 p.m. Monday through Friday.
2. Courthouse Access. The Resource Management & Tribal Court building has reopened to the public. Building hours are 8:00 a.m. to 4:30 p.m. Visitors will need to sign in and answer screening questions. No temperatures are required. Masks are no longer required but are available upon entry. If you have not received a Covid-19 vaccine you are still required to wear a mask.
3. Social Distancing. Anyone inside the Court building is encouraged to practice appropriate social distancing. The Courtroom seating will be arranged to accommodate the distancing requirements. The chairs in the courtroom may not be moved by anyone other than the Court Bailiff or the Court Clerk.
4. Filings: The Court will continue to accept filings in the following ways:
 - In person-the Clerk's service window is open Mon-Fri 9:00-4:00.
 - By mail- Filings can be mailed to:
Fond du Lac Tribal Court
1720 Big Lake Road
Cloquet, MN 55720
 - By email-filings can be mailed as a pdf to courtadministrator@fdlrez.com. Filings received Monday through Friday, between the hours of 8:00 a.m. to 4:30 p.m. will be considered as being filed on that day. Any court document filed after 4:30 p.m. will be stamped as filed on the following business day.
 - By Fax-the Court's fax number is 218-878-7169. Please see Section 124 of the Civil Code for fax filing procedures and fees.
 - Court Mailbox- filings may be placed in the mailbox outside Court Clerk's door.

All filings must include your name, phone number, address and the date. If you have a case number, please also reference that number. If there are any issues, we will need to be able to contact you.

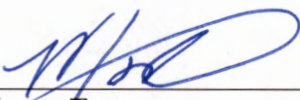
5. Payments: Filing fees, fine payments and fax fees can be made in the following ways:

- In person at the Court- the Clerk's service window is open Mon-Fri 9:00-4:00.
- By mail- Payments can be mailed to:
Fond du Lac Tribal Court
1720 Big Lake Road
Cloquet, MN 55720
- By Telephone-you may call the Court and make payment by credit/debit card over the phone. There is a fee associated with this option.
- Online- Please visit www.citepayusa.com and follow instructions. There is a fee charged by CitePay USA to use their service. At this time only fines associated with current, open cases may be paid online.
- With Accounting-Accounting, located at the Tribal Center, accepts all payment types. Please contact accounting for their process (218-878-7517). Be sure you get a receipt for payments made with accounting and file that receipt with the Court.
- Court Mailbox- payments may be placed in the mailbox outside Court Clerk's door. Payments must be in sealed, labeled envelope.

6. Hearings: Beginning August 1, 2021 the Court will return to in-person hearings. If you wish to appear by telephone or video, you must contact the Court at least 24 hours prior to your scheduled hearing. The Clerk will provide Zoom access information to you at that time.

The Court will continue to monitor the needs of the Court and the community during this unprecedented time, and further adjustments may be made and will be provided in future administrative orders.

Dated this 12th day of July, 2021



Megan Treuer
Associate Judge