

IN THE SAN MANUEL TRIBAL COURT



Administrative Order No. 10-001

**RE: Process for Filing Papers in the Absence of the Court Clerk**

This order replaces Administrative Order No. 09-006, which is hereby vacated.

The following procedures shall be followed to accommodate court users who wish to file papers with the court during business hours when the Court Clerk is not present (e.g., during the lunch hour):

A. The person filing the papers has the option of waiting until the Court Clerk's return to file the papers or depositing the papers with the court in the Clerk's absence by following these steps:

1. Stamp the original and copies in the top right corner of the first page with the date/time stamp machine located at the Clerk's counter.
2. Complete a return mailing label (to be provided at the Clerk's counter) so the stamped copies can be mailed back to the person filing them.
3. Deposit the original and copies, along with the return mailing label and any required filing fee, in the slot at the Clerk's window. However, filing fees paid in this manner may only be paid by personal check, cashier's check or money order. No cash payments may be made when the Court Clerk is not present. A person wishing to pay a filing fee in cash must wait for the Court Clerk's return or return to the Clerk's office when the Clerk is present to pay the fee. No paper is considered filed until the required filing fee is paid.

B. If the person filing the papers requires copies to be made, they must wait for the Court Clerk's return or return to the Clerk's office when the Clerk is present to obtain the required copies and pay the associated photocopy fee.

C. The Court Clerk will send the conformed copies and a receipt for filing fees paid, if applicable, to the person filing the papers by first-class United States mail by the next business day. The court will bear the cost of such mailing.

D. If the person depositing the papers wishes to expedite the return of the conformed copies, they may provide a self-addressed express mail envelope with pre-paid postage for that purpose.

SO ORDERED this 2nd day of February, 2010.

  
Joanne Willis Newton, Chief Judge