



**PUEBLO OF SANTA ANA  
CONTEMPORARY TRIBAL COURT  
CHILDREN'S COURT  
HEALING TO WELLNESS COURT**

**STATE OF EMERGENCY  
ADMINISTRATIVE ORDER  
2020-1**

The Pueblo of Santa Ana Contemporary Tribal Court, the Children's Court, and the Healing to Wellness Court (hereinafter, "Tribal Court") are essential to the operation of the Pueblo of Santa Ana government, and access to justice is vital to the community. In an effort to balance that interest with the Court's role in protecting the health and safety of the Pueblo of Santa Ana by helping slow the spread of COVID-19, Judge Tammi M. Lambert, acting in accordance with the authority granted in the Santa Ana Pueblo Rules of Procedure for the Contemporary Court, and recognizing the current state of emergency declared by the Pueblo of Santa Ana Council, hereby ORDERS the following:

1. In accordance with the COVID-19 protocols put in place by the Pueblo of Santa Ana, Tribal Court offices are closed. If you need to access Tribal Court services, please call the Court at (505) 771-6723. Tribal Court employees will continue to monitor the telephone from a remote location during this time. In the event you receive our voicemail, please leave your name and contact numbers, and we will return your call as soon as possible
2. This order applies to all persons who are transacting business with the Tribal Court, and shall include, but is not limited to, all attorneys, parties, witnesses, and jurors.
3. Staff will be working remotely during the closure period. Tribal Court employees, including our Healing to Wellness Case Manager and Probation Officer, will still be available by telephone, and email. Video conferencing may be available.

4. Tribal Court will not be conducting in-person hearings, except where an in-person appearance is necessary and required by the constitutional provisions of the Indian Civil Rights Act and the laws of the Pueblo of Santa Ana. The incidence of these hearings are not anticipated, and will be extremely rare.
  - a. If emergency in-person hearings are held in the Courtroom, only essential parties to the cases will be allowed into the courthouse during those times.
  - b. The Court will continue to conduct hearings via video and telephone conferencing in necessary child welfare, criminal, family law, restraining order, and juvenile delinquency matters.
  - c. The Court will not hold hearings regarding traffic penalty assessment or citation cases during this period. If you received a citation, please contact the Court Clerk at (505)771-6723 and ensure that the Clerk has your current contact information, so that we may reschedule your hearing when we re-open.
  - d. Parties, attorneys, and witnesses in these cases will be notified that they are required to appear by video or telephone and will be provided with instructions on how to do so.
  - e. All other non-emergency matters scheduled from March 20, 2020 onward, will be vacated, and rescheduled.
  - f. There will be no jury trials during this period, beginning on March 20, 2020. No jurors will be required to appear for jury service during this period.
5. All deadlines contained in all orders issued by the Tribal Court are extended for 45 days. Upon the re-opening of the Tribal Court offices, the Court will set a hearing in these matters. If you have an important deadline that requires the immediate attention of the Court, you may file a motion electronically, as provided below. Helpful forms are available on our website at <https://santaana-nsn.gov/index.php/tribalcourt-front-page/#TCforms>.
6. The Tribal Court will require all motions, filings, pleadings, and other communications to be submitted electronically by email to our Deputy Court Clerk at [Janiece.garcia@santaana-nsn.gov](mailto:Janiece.garcia@santaana-nsn.gov). We do not currently have the ability to remotely accept fax filings. If an individual is unable to submit filings by email, paper copies may be mailed by Regular U.S. Mail to 02 Dove Road, Bernalillo, NM 87002. The Court Clerks will only check mail periodically, so if there is a matter that requires urgency, please call the Court Clerk number at (505) 771-6723. Please leave a voice mail message if we do not answer the telephone right away.
  - a. For emailed documents, the date of filing is deemed to be the date that the email is sent.
  - b. For mailed documents, the date of filing is deemed to be the date that the Court Clerk opens the mail and endorses the document.

7. If you are currently on probation with Tribal Court, your probation officer will remain in contact with you regarding reporting requirements. However, do not come to the Court Administrative Offices as we are closed.
8. If you need to file an emergency personal order of protection, please contact the Santa Ana Police Department at (505)891-7226 for immediate non-emergency assistance. If you need emergency services, please call 911.
9. This order shall take effect on this 20<sup>th</sup> Day of March 2020 and shall extend until such time as the Pueblo of Santa Ana Council re-opens the Pueblo and its Administrative Offices.

IT IS SO ORDERED THIS 20<sup>TH</sup> DAY OF MARCH 2020.



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The Honorable Tammi M. Lambert  
Presiding Judge for the  
Pueblo of Santa Ana Contemporary Court,  
Children's Court, and  
Healing to Wellness Court

