

## CHIPPEWA CREE TRIBAL COURT OPERATIONS PLAN UPDATED January 10, 2023

The operation work plan shall be in effect for Chippewa Cree Tribal Court and shall remain in effect until further notice. This plan shall apply to all persons who are transacting business with the Chippewa Cree Tribal Court and shall include but is not limited to attorneys, parties, witnesses, and jurors. All visitors and employees will be required to use the front entrance, wear a mask over their mouth and nose, use hand sanitizer, take a temperature, complete screening questionnaire before entering the building and must remain 6 feet away from each other at all times.

1. Contact information: The court shall be alerted by the police department after hours or by email and will accept all court original filings in person, by email, fax 406-395-5184 or via US mail: Chippewa Cree Tribal Court 96 Clinic Road N. Box Elder, MT 59521. Essential and non-essential court staff will also be available by email. All law-and-order codes, ordinances, policies, procedures, forms are online at the Chippewa Cree Tribe website address [www.cctcourt.org](http://www.cctcourt.org)
  - a. Staff will telework or work on site until further notice. Staff will work 40 hours per week from 8:00 a.m. to 4:30 p.m. Monday-Friday to answer and respond to telephone calls, process paperwork, hold and attend hearings by telephone and communicate with case parties, law enforcement and detention staff.
2. Children's Court: Parents/guardians will be notified and will be called to participate in juvenile preliminary inquiry hearings in person. Parents/guardians will be served.
3. Criminal and Children's Court: All original criminal court complaints will be filed in person to the clerk of court. Stamped copies will be provided to the Prosecutor's Office. The court will begin continue to schedule all criminal and juvenile matters in person, online and/or by telephone, including preliminary hearings, pre-trial, plea agreement hearings and bench and jury trials.
  - a. All bench and jury trials will be scheduled according to law-and-order codes.
  - b. No criminal in custody defendants shall be transported to the Court until further notice.
  - c. Any search warrants or probable cause hearings will continue to be filed with the Judge at any time, which is the normal practice for the Judges and Prosecution by the Police Dept. 24/7.
  - d. Any essential criminal in custody hearings, including first appearances on mandatory arrest charges, shall be conducted in person and/or telephonically.
  - e. Defendants will be served by in person, by a phone call, email or fax by the Process Server.
4. Civil Court: All civil hearings will be scheduled and parties attend may attend in person, online by telephone GoToMeeting online link. Filing fees will be paid at the Tribal Office.
5. Emergency Orders for Youth, Elders and Family can be filed in person, by email and then forwarded to the Judges for review and signature. These petitions shall have Orders incorporated in them so they can be signed. Hearings will be held adhering to time limits as needed, excluding Saturday, Sunday and holidays telephonically.

- i. Civil filing fees will need to pay or submit a fee waiver form. The court will be providing notices of new court dates to parties in these matters and orders of continuances will be issued.
6. Probation and Healing to Wellness Offices Clients must appear in person or by on-line appointments only and all check-ins will be done by appointment and telephonic hearings/counseling will be held. The Probation Officers will continue to reach out to clients telephonically and have the option to use electronic monitoring devices to track clients once SCRAM bracelets. Healing to Wellness Teams and participants will meet telephonically every week to attend HTW court.
7. Domestic Violence or Sexual Assault Protection Orders-New petitions for emergency Domestic Violence Protective Orders or Sexual Assault Protective Orders may be filed in person, by email, fax or US mail. If parties need legal assistance the parties may contact the court and arrange for telephonic assistance. The court shall continue to review emergency protective order petitions and issue temporary protective orders if appropriate and shall set hearing dates at least fifteen (15) days out.
8. Drug tests: Any individual with a current court-ordered drug test requirement shall continue to be drug tested, the probation officer assigned will continue to monitor all clients. SCRAM monitor devices can be ordered to conduct alcohol tests and urine drug tests used to monitor drug intake.
9. Bonds: Bonds must be paid at the Police Department. Requests for bond returns will be processed by the clerk of court. Defendant/advocate/ or person who paid the bond must filed in person, fax 395-5184 or email a request to return a bond to Sasha Coffee [sasha@chippewa-cree.org](mailto:sasha@chippewa-cree.org). The request will date stamped and will be submitted to the Judge and the decision will be solely the judge's decision whether to hold a hearing or return the bond to the person who paid the bond. The check can be picked up at the Tribal Court.
10. Filing fees: Filing fees must be paid at the Tribal Office. The person filing the fee must be specific on what the fee is for, such as: New Civil Filing Fee, Advocate Filing Fee, etc. Please provide a date of birth to include on a receipt.
11. Fine payments: Fines must be paid at the Tribal Office. The person paying must provide defendant name and case number.

The court staff and judges will continue to monitor the courts and the community's needs during this time, adjusting as needed and provide further updated orders. This is a fluid situation and requires all of us to come together to continue to fulfill our duties and obligations while staying within the guidelines issued by the Center for Disease Control and Prevention, the Chippewa Cree Tribe, Incident Command Center and the State and the Federal governments.

Below is a list all Tribal Court employees, contact information and their worksite location:

1. Executive Director/Court Administrator Elinor Nault (essential staff) will work onsite as needed. She will be on-call 24/7 by email or telephone to address court management issues and fulfill her job as Executive Director/Court Administrator. Elinor can be contacted by telephone 395-4735 ext. 6002 or email [enault@cctcourt.org](mailto:enault@cctcourt.org)
2. VACANT, Administrative Assistant (essential staff)

3. Chief Judge Billie Jo Coffee (essential staff) will work Monday- Friday and be on call 24/7 to fulfill her job as Chief Judge.
4. Associate Judge Brandon Lamere (non-essential staff) will work Monday-Friday and be on call 24/7 to fulfill his job as Associate Judge.
5. Associate Judge Rick Gardipee (non-essential staff) will work Monday -Friday and be on call 24/7 to fulfill his job as Associate Judge.
6. Jaycene Windy Boy, Secretary/Receptionist (essential) will work Monday-Friday to fulfill her job duties as Secretary/Receptionist.
7. Sasha Coffee, Temp Supervisory Clerk of Court (essential staff) will work Monday -Friday to fulfill her job duties. Sasha can be reached at [sasha@chippewa-cree.org](mailto:sasha@chippewa-cree.org).
8. Jessi Standing Rock, Clerk of Court (non-essential staff) will work Monday -Friday to fulfill her job duties. Jessi can be reached at [jessi@chippewa-cree.org](mailto:jessi@chippewa-cree.org).
9. Michelle Winchell, Clerk of Court (non- staff) will work Monday -Friday to fulfill her job duties. Michelle can be reached at [michelle@chippewa-cree.org](mailto:michelle@chippewa-cree.org).
10. Austin Demontiney, Security (essential staff) will work onsite Monday-Friday from the Court to fulfill his job duties.
11. VACANT, Bailiff/Security (essential staff) will work Monday -Friday to fulfill his job duties.
12. VACANT, Process Server (essential staff) will work onsite Monday – Friday from the court to fulfill job duties.
13. Charles Walking Child Jr. Public Defender (non-essential staff) will work Monday-Friday to fulfill his job duties. Charles can be contacted by email [cwalkingchild@cctcourt.org](mailto:cwalkingchild@cctcourt.org)
14. Judith Wood, Juvenile Healing to Wellness Coordinator (non-essential staff) will work Monday -Friday to fulfill her job duties. Judith can be reached by emailing [judithcctcourt@gmail.com](mailto:judithcctcourt@gmail.com)
15. Cameron Eagleman, Juvenile Probation Officer (essential staff) will work from his office Monday-Friday to fulfill his job duties. Cameron can be contacted by emailing [jvprobation@cctcourt.org](mailto:jvprobation@cctcourt.org)
16. Lane Caplette, Adult Probation Officer (essential staff) will work from the probation office Monday-Friday from the office to fulfill job duties.
17. Sunny Whalawitsa, Children’s Court Family Advocate Counselor (non-essential staff) will work from her office Monday -Friday to fulfill her job duties. Sunny can be reached by emailing [sunny@chippewa-cree.org](mailto:sunny@chippewa-cree.org)
18. Allison Grant, Adult Healing to Wellness Coordinator. (non-essential) will work Monday-Friday to fulfill her job duties. Allison can be reached by emailing [allisongcctcourt@gmail.com](mailto:allisongcctcourt@gmail.com).
19. Andre Wright – Prosecutor (essential) will work onsite Monday-Friday to fulfill his job duties. Andre can be reach by email [awright@cctcourt.org](mailto:awright@cctcourt.org) or calling 395-6040