

BEAR RIVER BAND TRIBAL COURT

266 KEISNER RD LOLETA, CA 95551 PHONE 707-733-1900 Ext. 1321 FAX 707-733-1719



TRIBAL COURT LIMITED ACCESS OPERATIONS

To ensure the safety of all persons appearing or attending Bear River Band Tribal Court, the following mandatory operations and procedures are in effect until further notice:

Court Operations

1. Hours of Operation

The Bear River Band Tribal Court will be open Monday through Thursday from 9:00 am to 2:00 pm. The Tribal Court is located at 266 Keisner Road Loleta, CA. 95551.

2. Zoom Hearings

- a) Court hearings are physically closed to the public and will be held via Zoom Conferencing and/or telephone if parties cannot access Zoom.
- b) The Court is NOT able to provide you with technical assistance, nor time to test and/or troubleshoot technical issues. Parties are advised to please take the time, before a scheduled court date, to test your device, gain familiarity with the platform, and ensure that your connection is adequate.

3. Access to Court Forms

- a) All Court forms can be accessed online at <http://www.brb-nsn.gov/tribal-court/>.
- b) A Request for Video Conference or Request for Telephonic Appearance form can be accessed online or requested by mail, email: tribalcourt@brb-nsn.gov, or fax: (707) 733-1719.

4. Filing Forms/Documents with the Court

- a) Return all filed forms and filing fees to the drop box located next to the Tribal Court entrance.
- b) E-file Court forms at tribalcourt@brb-nsn.gov.
- c) After forms are filed, the Court Clerk will call to schedule a meeting/plan to return filed forms.

5. Emergency Meetings and Visitors to the Clerk's Office

Whenever possible, meetings with the Clerk should be conducted via phone or Zoom. Visitors to the Clerk's Office must call in advance and coordinate directly with the Court Clerk to schedule an appointment. In-person meetings may only be held in a space where all below protocols can be maintained:

- a) Have temperature checked at the door.
- b) Apply hand sanitizer upon entry.
- c) Observe social distancing of six feet or greater at all times.
- d) Wear an adequate facemask, covering the nose and mouth, at all times. Masks will be provided to those who do not have one.