

**SAINT REGIS MOHAWK TRIBAL COURT  
IN AND FOR THE SAINT REGIS MOHAWK TRIBE**

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**ADMINISTRATIVE ORDER 2020 – 02  
ORDER SUSPENDING FILING REQUIREMENTS, DOCKETBOOK RULES, AND  
POSTPONING SCHEDULED COURT DATES**

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**SUBJECT: CLOSURE OF THE SAINT REGIS MOHAWK TRIBAL COURT**

Due to the coronavirus pandemic, the Saint Regis Mohawk Tribal Court has shut down in order to protect the community and tribal employees. This Administrative Order is issued in accordance with the administrative authority vested to the Chief Judge of the Saint Regis Mohawk Tribal Court.

**IT IS ORDERED:**

1. All filings for cases before the Saint Regis Mohawk Tribe Judiciary may be submitted via email to Takarakoten Burns, Court Clerk, at takarakoten.burns@srmt-nsn.gov or Karen Connors-Oakes, Court Clerk, at karenconnorsoakes@srmt-nsn.gov. The submitting party must include in the email, a phone number that they may be reached at and a mailing address.
2. Suspension of any rule requiring that submissions be done by and through a Court issued form for cases.
3. In order to file a new case or an appeal, an individual may submit a filing via email to Phillip Barreiro, Court Administrator, at phillip.barreiro@srmt-nsn.gov. The submitting party must include in the email, a mailing address, and a phone number that they may be reached at and the Respondent's/Appellee's contact information. Once the Court resumes business, a filing fee will be assessed in order for the case to continue through the judicial process.
4. Filings may be submitted via mail to the Saint Regis Mohawk Tribal Court 545 State Route 37, Akwesasne, New York, 13655.
5. In the event that a filing is due while the Court is closed down, filings must be submitted via email by midnight or postmarked on the due date.
6. All scheduled initial appearances, pre-trial, and hearing dates before the Saint Regis Mohawk Tribal Court, Traffic Court, Healing to Wellness, and Court of Appeals are postponed until further notice unless the Court sends a notice indicating otherwise.

7. Submitting parties must serve all paperwork on the other party(ies). In the event that it is a complaint initiating an action, service must be done personally by an individual that is eighteen (18) years or older that has no stake in the matter. Other service may be done via certified mail. In both circumstances, the individual that served it must provide proof through a signed affidavit that service was completed.
8. Individuals that wish to plead or pay their traffic judgment may still do so. To plead guilty to a traffic citation, an individual may mail their signed ticket to 545 State Route 37, Akwesasne, New York, 13655. Individuals that wish to pay their traffic judgment may mail a personal check or money order to the above mentioned address.
9. Suspension of any rule requiring decisions, orders, or judgments be finalized by recording in the docket book. All decisions, orders, or judgments entered by the Chief Judge, Associate Judge(s), Traffic Judge, Court of Appeals Judges are considered final once signed or stamped.
10. The Court Administrator and Court Clerks are responsible for emailing out decisions, orders, or judgments entered by the Saint Regis Mohawk Tribal Court, Traffic Court, and Court of Appeals to the parties and, if applicable, their attorneys.
11. Trigger dates for motions of reconsideration and appeals timelines are based on the date the decision, order, or judgment was sent via email by the Court Administrator or Court Clerk.
12. All reporting for the Healing to Wellness Court must be done remotely.
13. Parties, attorneys, court users, and community members may ask questions or request updates about their cases by contacting the Court Clerks or Court Administrator at the above mentioned email addresses.

Signed this 17<sup>th</sup> day of March, 2020.



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Carrie E. Garrow, Chief Judge  
Saint Regis Mohawk Tribal Court