

IN THE SUPREME COURT OF THE OSAGE NATION
PAWHUSKA, OKLAHOMA

Supreme Court
of the Osage Nation

FILED MAY 21 2013

In re:

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Use of Court Facilities

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By

Administrative Order No. 2013-08

Administrative Order

To avoid potential scheduling conflicts and to maintain a professional environment in the Osage Nation Courts ("Court"), the following is effective immediately:

- (1) "Court facilities" means any meeting space, common area, office space (common) or court room space. Private offices may be used for any appropriate business-related purpose.
- (2) Requests to use court facilities for any activity that is not a court hearing, whether business, social or other type shall be submitted to the Court Administrator along with the time, date, reason and the number of people in attendance so the Court can accommodate the request if approved. The Court Administrator may, in whole or in part, approve or deny the request.
- (3) Any scheduling or use of court facilities without the Court Administrator's prior approval shall be prohibited, with the following exceptions:
 - (a) Meetings or private conferences between parties and their counsel in a pending matter;
 - (b) Formal or informal case conferences in pending matters; or
 - (c) Uses by judicial personnel or judicial staff for court-related business.

If an exception applies, the Court employee responsible for arranging the use of the court facility shall enter the use on the Court's calendar to prevent any scheduling or use conflicts.

- (4) Court employees shall not, during business hours, engage in the planning, preparation or coordination of social or private events or activities unrelated to court business unless the event is sponsored by the Osage Nation Judicial Branch with the Court Administrator's and Chief Justice's prior approval. Court employees shall similarly avoid using Court resources for non-Court-related events.
- (5) The Court Administrator shall maintain a calendar and/or log of all court facility uses to avoid scheduling conflicts.
- (6) Any Court employee who violates this rule may be subject to disciplinary action.
- (7) The Court Administrator may make exceptions to this policy on a case-by-case basis.

Ordered this 21st day of May, 2013.



Meredith D. Drent
Chief Justice