

IN THE SUPREME COURT OF THE OSAGE NATION
PAWHUSKA, OKLAHOMA

Supreme Court
of the Osage Nation

FILED

AUG 28 2013

In re:

)

)

Administrative Procedures

)

)

By

Administrative Order No. 2013-11

The following procedures shall take effect immediately:

1. Court Orders

Generally, orders issued by the Court in a pending case shall be drafted by the Court Clerk at the presiding judge's direction or by the presiding Judge at his or her own election.

A party may provide a proposed order at the time he files his request with the Court or present an order prepared before any hearing.

If, during a hearing, a party requests an order from the Court, upon granting the order, the presiding judge shall indicate the party responsible for drafting the order or state that the Court will prepare the order itself. The Court Clerk present during the hearing shall request, on the record, the presiding judge to identify who will be responsible for drafting the order.

2. TimeMatters

At the conclusion of each docket heard in court and all orders have been prepared, the Court Clerk present in court shall record the minutes of each case into TimeMatters. New filings, orders, correspondence and records of verbal communications shall also be recorded into TimeMatters. Activity in all cases—civil and criminal—shall be recorded into TimeMatters within one week after any case activity takes place. Prioritizing the update of files not currently entered in TimeMatters shall be as follows:

- a) Open civil and juvenile matters that are not entered or updated in TimeMatters
- b) Open child support matters that are not entered or updated in TimeMatters
- c) Closed cases that have not been updated in TimeMatters
- d) Closed cases that have never been entered in TimeMatters

3. Updating Case Files

Case files shall be updated regularly with each filing, correspondence and a written notation of any oral communication regarding the matter indicating the date, time and content of any communication within the case file. The Case Docket Sheet in the case file shall be updated within one week after case activity takes place. Prioritizing the update of files which do not currently contain a Case Docket Sheet shall follow 2. *TimeMatters*.

4. Case Communications

Because court personnel may work on a matter in the other's absence, when a communication or other action takes place regarding any matter, any court personnel who handles the activity, including any communications, shall notate the activity in the case file and TimeMatters and advise the appropriate Court Clerk (Trial or Supreme) of the activity.

5. Documenting Case Activity

Any time activity occurs on a case, the court personnel who engages in the activity shall document the activity in the case file and transmit the activity to the appropriate Court Clerk, identifying the case, date, time and content of the activity.

6. Ex Parte Communications

Generally, parties to any civil action, their attorneys or advocates, and witnesses may not communicate with a Judge, whether in person, by phone or in writing or through court personnel about any action pending before the Court outside the presence of any opposing party or without serving the opposing party with a copy of any written communication in advance. This prohibition also extends to actions not yet pending but that will be filed in the Court. Exceptions to this rule should be decided by the presiding judge on a case-by-case basis or by Court Rule. Court clerks who are directed by a judge to interact with a party shall notate the directive in the case file.

7. Personal Information

Under no circumstances shall any third party be given contact information of any court personnel, judge or justice. In the interests of protecting court personnel and judicial officers, parties requesting such information shall be advised that contact information of court personnel and judges is confidential.

8. Recording Equipment in the Courtroom

Generally, recording media, other than electronic recording equipment used by the Court, is prohibited in the courtroom. However, the presiding judge may authorize third party recording equipment at his/her own discretion upon the request of the recording party.

9. Garnishment Requests

If the Court Clerk receives a garnishment request or order from another jurisdiction whether from another department, organization or third party, he or she shall refer the document to the Attorney General's office for handling. The Court Clerk should not research or otherwise attempt to conduct an investigation as to whether a foreign judgment can or should be domesticated in Trial Court. The Court Clerk may respond to the process to domesticate a foreign judgment.

Ordered this 28th day of August, 2013.



Meredith D. Drent
Chief Justice