

FILED MAY 07 2020

By



IN THE SUPREME COURT OF THE OSAGE NATION
PAWHUSKA, OKLAHOMA

In re:

COVID-19 Precautionary Measures

Administrative Order No. AO-2020-03

With the anticipated opening of many Osage Nation facilities on May 11, 2020, the Chief Justice issues this administrative order to address ongoing health and safety measures for Judicial Branch personnel and court patrons.

The Court maintains a capacity for conducting business remotely, and many court operations can and will continue without interruption so parties can file requests for temporary and emergency orders as needed, pay fines, and file pleadings as needed.

The following measures shall remain in place through June 1, 2020 or until withdrawn by administrative order.

1. Court Facility

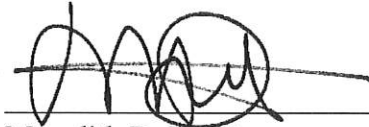
- a. There will be limited access to the building where the Court offices are located. Signs will be posted directing individuals to the public's entrance.
- b. Court offices will remain closed to the general public except by appointment only. Court customers who wish to do business at the court must call the Court Clerk's Office at (918) 287-5400 to schedule an appointment. Court personnel shall take reasonable steps to resolve court patron inquiries and shall only schedule appointments when the inquiry cannot be resolved remotely.
- c. Persons may not congregate in the lobby for court business and must wait outside the Court building.
- d. Trial Court Clerks shall continue to attend on a reduced, rotating schedule to limit exposure as directed by the Court Administrator.
- e. Except by appointment, filings and other business with the courts shall occur in accordance with the attached *Notice*.

2. Court Appointments: Court Clerks must take all reasonable steps to address any inquiries remotely and shall only schedule appointments when the inquiry cannot be resolved without the individual coming to the Court facility.

- a. Only one person at a time may conduct business at Court offices by appointment. Individuals accompanying the person doing business at the Court must wait outside of the Court building. An exception will be made for companions providing physical assistance or interpretive services to the person doing business at the Court, and for attorneys of record, domestic violence advocates, victim advocates, and court-appointed special advocates accompanying the party.
 - b. All persons will be required to use hand sanitizers prior to approaching Court offices.
 - c. Persons doing business at the Court shall wear a face mask prior to approaching the Court offices. Disposable masks will be available.
 - d. Court personnel must wear masks when interacting with members of the public who do business at the Court. Court staff shall use hand sanitizers prior to and after interacting with the public and prior to and after hearings.
 - e. Court personnel shall wipe down the Clerk's service window and other surfaces that come into contact with a member of the public.
3. Scheduled Hearings/Trials:
- a. Trial Court judges shall continue to issue all necessary orders to extend filing deadlines and to toll speedy trial if needed after balancing the interests of justice and public health and safety.
 - b. Emergency motions, ex parte hearings, or hearings for temporary protective or guardianship orders shall be conducted by telephone.
 - c. To limit the number of parties waiting for a docket in the lobby, all future hearings shall be scheduled by assigning a date and time unique to a case, allotting sufficient time for the presiding judge to conduct the hearing.
 - d. Judges who conduct hearings on a regular court day should use their discretion on whether to preside over the hearing at the Court offices or conduct such hearings telephonically, taking precautionary measures to protect public health and safety.
 - e. Hearings for newly filed cases shall be scheduled 60 days out unless the law requires an earlier date.
 - f. No jury trials shall be conducted through July 31, 2020.
4. Personal appearances/attendance:
- a. To minimize exposure to Judicial Branch personnel, physical Court appearances by parties shall not be permitted. All parties shall make arrangements to appear by telephone. If a party cannot appear by telephone, the party should contact the Court Clerk's office as soon as possible.
 - b. The court room will be sanitized when persons other than Court personnel are present in the court room.

5. The Court Administrator is authorized to close the court offices on an emergency basis upon a determination that a health risk exists and to take appropriate measures to secure the safety of the court staff and court patrons.
6. Any person who is exhibiting symptoms of an acute and contagious respiratory illness, including flu or COVID-19, shall comply with Attachment A.
7. This order supersedes and replaces AO-2020-01 and AO-2020-02.

SO ORDERED: May 7, 2020

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke at the end, positioned above a solid horizontal line.

Meredith D. Drent
Chief Justice

Attachment: Attachment A
Notice – COVID-19

NOTICE

In accordance with AO-2020-03, the building located at 1333 Grandview Avenue which houses the Trial Court and Supreme Court of the Osage Nation is closed to public access until further notice, except by appointment only.

All communications with the Clerk's Office shall be by mail, E-mail or fax until further notice.

If you wish to **request documents or forms**, please either mail your request to 1333 Grandview Ave., Pawhuska, Oklahoma, 74056; E-mail it to: courtfilings@osage-tribe.org; or fax it to 918-287-5574.

If you wish to **make a payment** on a fine, court costs or restitution, please mail your payment (money order or cashier's check only) to 1333 Grandview Ave., Pawhuska, Oklahoma 74056.

If you wish to **file a pleading**, please mail it to 1333 Grandview Ave., Pawhuska, Oklahoma, 74056; E-mail it to: courtfilings@osage-tribe.org; or fax it to 918-287-5574.

If you wish to **file a new case**, please mail your petition to 1333 Grandview Ave., Pawhuska, Oklahoma, 74056; E-mail it to: courtfilings@osage-tribe.org; or fax it to 918-287-5574. If you are **filing a new case which requires a filing fee by mail**, the filing fee (money order or cashier's check only) should be included with your petition.

If you are **filing either a pleading or a new case electronically** (by E-mail or fax) please read and follow the directions in Administrative Order No. 2013-06, Electronic Filing Rules, which can be found at <https://www.osagenation-nsn.gov/who-we-are/judicial-branch/administrativeorders>. If you are **filing a new case which requires a filing fee electronically**, the filing fee (money order or cashier's check only) should be included with the original petition when it is mailed within five (5) days of electronic filing per the Electronic Filing Rules, Administrative Order No. 2013-06.

All hearings will be conducted by telephone. If you are requesting an emergency order by petition or motion you **must provide a current telephone number** when filing your petition or motion by any method – mail, E-mail or fax. If you cannot appear by telephone, contact the Court Clerk's office to discuss options.

If you have questions, feel free to contact the Clerk's Office at 918-287-5400.

ATTACHMENT TO ADMINISTRATIVE ORDER AO-2020-03

- **DO NOT COME TO COURT IF YOU ARE SICK.**
- **During the COVID-19 (“coronavirus”) outbreak, and during any flu exposure, any Court Users, Counsel and/or Court staff should stay home, and notify the Court, and their supervisor immediately. The Court number is (918) 287-5400. Leave the message on the court clerk voice mail if no one answers.**
 - **Employees and court users, which includes parties to a case which means plaintiffs / petitioners and defendants/respondents; witnesses, advocates, attorneys, jurors, Tribal departments or outside agencies that are involved in a case, people seeking to file documents or pay fines or fees, observers and family members who wish to attend hearings, are included in this Order.**
 - Employees and court users who have symptoms of acute respiratory illness are recommended to stay home and not come to court until they are free of fever (a fever is 100.4° F or greater using an oral thermometer), signs of a fever (such as chills), and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants). Employees who work at the court offices should notify their supervisor and stay home if they are sick.
 - The Court will **not** require a healthcare provider’s note for employees or court users who are sick with COVID-19 and/or acute respiratory illness to validate their illness or to return to court, as healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely way. If you later receive documentation of diagnosis with COVID-19, please email a copy to the court at jmredeagle@osagenation-nsn.gov. If you later received documentation of clearance to no longer have to self-quarantine from your medical provider, please email a copy to the court at the same email address.
 - The Court will also extend this same excuse for an employee who has notified his or her supervisor, or court user who misses court, to include those who missed court due to COVID-19 and/or acute respiratory illness of a household or family member, if the employee or court user stayed home to care for a sick family member.
- **IF YOU COME TO THE COURT BUILDING AND APPEAR TO HAVE SYMPTOMS:**
 - The Court will follow CDC recommendations that employees or court users who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to court, or who become sick during the day. The court will separate that staff member from others in the Court building and direct them to be sent home immediately and to notify his or her supervisor immediately. Sick

persons should cover their noses and mouths with a tissue when coughing or sneezing (or an elbow or shoulder if no tissue is available).

- **IF YOU OR A HOUSEHOLD MEMBER IS DIAGNOSED WITH COVID-19:**

- If you have been in the Court building close in time to the diagnosis – within two weeks or less - for any purpose (including filing documents, for a court hearing, meeting with Probation, etc.) notify the Court via email at jmredeagle@osagenation-nsn.gov or call the court at the number listed above of this fact and the date you or your household member was diagnosed as well as the last time you were in the Court building.
- The Court will discreetly notify tribal administration and the persons at the Court with whom you had contact.
- The Court will post a Notice that there may have been exposure to COVID-19 at the Court, and may include the date of the exposure in the Notice.

- **FOR FURTHER INFORMATION:**

- Osage Nation website: <https://www.osagenation-nsn.gov>
- Wah-Zha-Zhi Health Center: <https://www.osagenation-nsn.gov/what-we-do/wah-zha-zhi-health-center>
- State of Oklahoma Department of Health: <https://coronavirus.health.ok.gov/>
- Centers for Disease Control: <https://www.cdc.gov/coronavirus/2019-ncov/preparing-individuals-communities.html>

and

<https://www.cdc.gov/coronavirus/2019-ncov/php/preparing-communities.html>