

# COQUILLE INDIAN TRIBAL COURT

## SUPPLEMENTAL COURT RULE 2008 – 2

### PROCEDURES FOR FILING DOCUMENTS WITH THE TRIBAL COURT OF THE COQUILLE INDIAN TRIBE AND PROCEDURES FOR SERVING DOCUMENTS

1. Procedure for filing and service of documents in court proceedings Filing and service of documents shall comply with Chapter 620 of the Coquille Tribal Code and this rule. As used herein, “document” consists of the pleading or other matter to be filed with the court and all items referred to therein as exhibits and attachments. Upon receipt of an original document, the court clerk will file stamp it, indicating the time and date of receipt, docket it and include it in the record of the case.

2. Documents which must be filed and served conventionally The following documents shall be filed and served conventionally, in paper format:

- a. Initial case papers (e.g., complaint and petition)
- b. Sealed and in-camera documents
- c. Social security administration records
- d. Individually identifiable health information protected under HIPAA (*See* also 45 CFR 160.103)

3. Alternative means for conventional filing and service of documents

- a. By mailing the document by First Class United States Mail or Certified Mail, with sufficient postage, properly addressed.
- b. By delivering the document to the court clerk on a regular court day. A regular court day is a day when the court clerk is physically present at the Tribal Court for the Coquille Indian Tribe. Regular court days shall be determined by Order of the Chief Judge, which shall be posted in the lobby of the Tribe’s Administration Building and on the bulletin board in the Tribal Court hallway. Copies of the Order Establishing Regular Judicial Days may be obtained from the court clerk.
- c. By delivering the document to the court clerk or the judge and to the opposing party in court during a court session convened by the judge.
- d. By delivering the document by such other means as may be approved by the court.

4. Procedures for electronic filing of documents Documents except those which must be filed conventionally as provided in part 2, above, may be filed and served electronically, by:

- a. Producing the document in Word or WordPerfect or other word processing format;
- b. Affixing electronic signature or conformed signature to the document,
- c. Converting the document to searchable PDF format;
- d. Emailing the PDF document to the court clerk at [tribalct@coquilletribe.org](mailto:tribalct@coquilletribe.org);

- e. Serving the document on the opposing party by like means; and
- f. Delivering the document in conventional, paper format to the court clerk and the opposing party not later than five (5) calendar days after the date of the email filing.

Upon completion of these procedures, filing with the court shall be deemed effective as of the date and time of the email filing.

5. Exclusive rule Documents must be filed with the court clerk as provided herein in order to be docketed and included in the record of the case. Documents which come to the court by any means other than as provided herein shall not be deemed filed, and may be returned to the party or destroyed, at the court's discretion.

6. Voiding rule Supplemental Court Rule 2000 – 1, PROCEDURES FOR FILING DOCUMENTS WITH THE COQUILLE INDIAN TRIBAL COURT, dated February 11, 2000 is void.

IT IS SO ORDERED this 11<sup>th</sup> day of August, 2008.

/s/ Donald Owen Costello  
Chief Judge