

COQUILLE INDIAN TRIBAL COURT

IN THE MATTER OF THE) ORDER ESTABLISHING
ESTABLISHMENT OF REGULAR) REGULAR COURT DAYS AND HOURS
COURT DAYS) 2011

The Coquille Indian Tribal Court, 3050 Tremont Street, North Bend, Oregon 97459, shall be open during 2011 for the filing of papers and other business Monday, Tuesday, Wednesday, and Thursday of each week from 9:00 a.m. to 12:00 p.m. and 1:00 p.m. to 3:00 p.m., except for holidays and closures due to such exigencies as illness.

Court hearings shall be set during such hours and at such other times as are set by the court pursuant to the requirements of law or agreement of the parties.

This order and a notice of planned office closures shall be posted on the courtroom bulletin board outside the entry to the court.

IT IS SO ORDERED this 20th day of January, 2011.


Don Owen Costello, Chief Judge

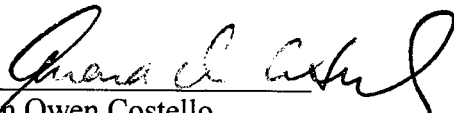
COQUILLE INDIAN TRIBAL COURT

SUPPLEMENTAL COURT RULE 2011- 1

**PROCEDURES FOR FILING DOCUMENTS WITH
THE COQUILLE INDIAN TRIBAL COURT AND
FOR SERVING DOCUMENTS**

1. Procedure for filing and service of documents in court proceedings Filing and service of pleadings and other documents shall comply with Chapter 620 of the Coquille Indian Tribal Code and this rule. All documents shall be filed with the court and served on a party in paper format; provided, however, documents other than initial complaint and petition may be filed and served electronically with the prior approval of the court.
2. Time and method of filing court documents Documents may be filed with the court clerk: (1) in person, during such times as are established by the Order Establishing Regular Court Days and Hours; (2) during other tribal business hours, by handing the document in a sealed envelope to a court employee or to a tribal administrative employee at the front desk of the Coquille Indian Tribal administrative office; or (3) by mail properly addressed and sent in an envelope with sufficient postage to Clerk, Coquille Indian Tribal Court, 3050 Tremont, North Bend, OR 97459.
3. Procedure upon receipt of documents A document is received by the court when the court clerk receives it. Upon receipt of a document, the court clerk shall file stamp it with the date and time of receipt, docket it, and include it in the record of the case. In the event a document is left with a court employee or administrative employee outside of regular court days and hours, the employee shall note the date and time of receipt on the delivery envelope, and the court clerk will later enter the information as the date and time of filing.
4. Exclusive rule Documents shall be filed only as provided herein. Documents that come to the court by other means shall not be accepted for filing and may be returned to the party, or destroyed, at the court's discretion.
5. Voiding rule This rule voids Supplemental Court Rule 2008-2, dated August 11, 2008.

IT IS SO ORDERED this 20th day of January, 2011.



Don Owen Costello
Chief Judge