

**IN THE PYRAMID LAKE TRIBAL COURT IN AND FOR THE  
PYRAMID LAKE INDIAN RESERVATION  
WASHOE COUNTY, NEVADA**

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**ADM- 2023-0002  
ADMINISTRATIVE ORDER OF THE COURT –  
ELECTRONIC AND FAX FILING / SERVICE OF FILINGS / NOTICE OF HEARINGS**

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Whereas the Pyramid Lake Tribal Court requires orderly and consistent handling of court cases and interactions with the public by the court in a manner that ensures equal justice for all; and

Whereas occasionally parties and persons directly involved in a case as a party, advocate or attorney for a party, witness for a hearing, elects to file electronically or fax file documents, then the Court orders as follows:

**ORDER**

**IT IS HEREBY ORDERED** that, for the reasons stated herein,

- 1) During any emergency closure of the Court building, electronic filings shall be used for ALL filings/service/notices; Fax filings are NOT accepted if the Court building is closed due to an emergency, a fire, or comparable closure situation; otherwise fax filings are permitted
- 2) During all other normal operations of the Court Electronic and Fax Filing are permitted for any filing, provided the following steps are followed:
  - a) Electronic or email filing of any documents for any case must be emailed to [tribalcourt@plpt.nsn.us](mailto:tribalcourt@plpt.nsn.us) Proof of Service must also be filed at the same time, unless it is an initial filing;
  - b) Filings by Fax of any documents for any case must be faxed to 775-574-1096; Proof of Service must also be filed at the same time, unless it is an initial filing;
  - c) All documents submitted by email shall be notarized;
  - d) Proof of fee payment must be included, or the filing must indicate that either a check or money order has been mailed to the court. Documents will not be processed without the fee payment included;
  - e) Fees are listed; posted on the Tribe's website at [www.plpt.nsn.us](http://www.plpt.nsn.us) under the Judicial Department and Forms Tab.
  - f) Fee waiver forms are available by request from the Court Clerk at [tribalcourt@plpt.nsn.us](mailto:tribalcourt@plpt.nsn.us) or 775-574-1094 ext. 1800. File this document along with your main document. You will be informed if the fee waiver is granted or denied.
  - g) Requests for court forms may be made via email to this [tribalcourt@plpt.nsn.us](mailto:tribalcourt@plpt.nsn.us);
- 3) Service of filings and notice of hearings may be done via email during the duration of any civil, criminal, juvenile, or other not mentioned case, as long as the parties have provided a valid email address to the Clerk of the Court.

Dated: 16<sup>th</sup> day of March, 2023.



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Chief Judge, Aaron Mouritsen