

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

**ADM- 2023-0003
ADMINISTRATIVE ORDER OF THE COURT –
ZOOM AND TELEPHONIC APPEARANCES**

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

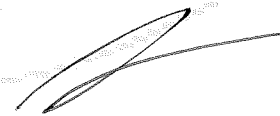
Whereas occasionally parties and persons directly involved in a case as a party, advocate or attorney for a party, witness for a hearing, cannot appear in person for a hearing or trial, then the Court orders as follows:

ORDER

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

- 1) During any emergency closure of the Court building this process shall be used for all appearances, without the need for ten (10) business days' notice;
- 2) During all other normal operations of the Court, Zoom and Telephonic appearances are permitted, provided the following steps are followed:
 - a) Any party involved in a case shall submit a Motion for Zoom/Phone appearance with the Court at least ten (10) business days in advance to the hearing, provide proof of service at the time of filing, along with proof of payment;
 - b) When making the request, the party must provide a current and active phone number and email address where the person can be reached;
 - c) This process applies to all cases, civil, and criminal regardless of charges in a criminal case;
 - d) Until the request is granted, the party must still appear in person for the hearing as scheduled, or risk an adverse ruling such as an Order to Show Cause, a bench warrant, dismissal of the case, or default judgment against the party not appearing;
 - a) When granted in advance of the hearing, the Court will provide instructions to the party on the process for telephonic or zoom appearance;
 - e) An exception to the ten (10) day notice requirement allowing shortened time would be in the case of an emergency on the part of that party or counsel or advocate that amounts to GOOD CAUSE for a request on shortened time.

Dated: 16th day of March, 2023.



Chief Judge, Aaron Mouritsen