



HABEMATOLEL POMO OF UPPER LAKE TRIBAL COURT

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ADMINISTRATIVE ORDER AO-24-05-15-04

Before: WILLIAMS, Chief Justice:

WHEREAS, the Court of Appeals has recognized the need to adopt a formal policy regarding the procedure for marking exhibits in the Habematolel Pomo of Upper Lake Tribal Court; and

WHEREAS all parties are entitled to have notice of updated court policies, in order to facilitate the prompt, fair and efficient administration of justice. And consistent with the terms of Article XII of the Constitution the Chief Justice has the authority to establish Court procedure for the Tribal Judiciary.

THEREFORE, the Court ORDERS the following:

1. Preparing exhibits prior to trial will be performed by the Tribal Court Clerk upon the request of a party;
2. The Tribal Court Clerk will pre-mark the exhibit by placing an exhibit sticker on the bottom right-hand corner of the first page;
3. Numerals will be used to mark petitioner's exhibits, in sequence, commencing with the number 1 and using PETITIONER'S EXHIBIT stickers;
4. Letters will be used to mark respondent's exhibits, in sequence, commencing with the letter A and using RESPONDENT'S EXHIBIT stickers. After the alphabet has been used, begin with AA, BB, etc., followed by AAA, BBB, etc.;
5. In the case of groupings of related exhibits, mark with a number/letter or letter/number designation, e.g. 1A, 1B, B1, B2;
6. If a party seeks to introduce exhibits at trial, then the party seeking to introduce those exhibits must complete a *List of Exhibits* form, file it with the Tribal Court Clerk, and serve all parties at least five (5) calendar days before the court proceeding date.

The Tribal Court Clerk shall post this Order in a public place in the Office of the Tribal Court Clerk and make it accessible electronically by posting it on the Tribe's website.

The Order is effective beginning May 15, 2024. This administrative order shall remain in effect until modified, vacated, or superseded by future policy.

Dated: 5/15/2024

CHRISTINE WILLAMS

Chief Justice,

Habematolel Pomo of Upper Lake Tribal Court