



**HABEMATOLEL POMO OF UPPER LAKE TRIBAL COURT**

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**ADMINISTRATIVE ORDER AO-24-05-08-03**

Before: WILLIAMS, Chief Justice:

WHEREAS, the Court of Appeals has recognized the need to adopt a court transcript policy for case and controversies filed 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. Requests for transcripts should be formally submitted to the court using the *Transcript Request* form;
2. That there be a cash deposit required for any transcript request in the amount of \$1.50 per minute of the requested hearing which will be calculated by the Tribal Court Clerk;
3. That the deposit be paid by cash, check, or money order at the time of the request;
4. That the deposit be nonrefundable unless the final cost of producing the transcript is less than deposit. The cost of the transcript may be more than the deposit estimate and the requesting party is responsible for paying any overage;
5. Any overage owed must be paid prior to the release of the transcript and no later than seven (7) days after notification is made that the transcript is completed.

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 8, 2024. This administrative order shall remain in effect until modified, vacated, or superseded by future policy.

Dated: \_\_\_\_\_

CHRISTINE WILLIAMS

Chief Justice,

Habematolel Pomo of Upper Lake Tribal Court