



HABEMATOLEL POMO OF UPPER LAKE TRIBAL COURT

635 E. Highway 20 Upper Lake, CA 95485

Phone: 707.900.6917

[Http://www.hpultribe-nsn.gov](http://www.hpultribe-nsn.gov)

ADMINISTRATIVE ORDER AO-24-07-22-06

Before: WILLIAMS, Chief Justice:

WHEREAS, the Court of Appeals has recognized the need to adopt a formal policy regarding the procedure for introducing witnesses 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. If a party seeks to offer a witness at trial, then the party seeking to introduce the witness must complete a *Witness List* form;
2. The *Witness List* shall include the following:
 - (1) A list setting forth the name of any person who will be offering testimony, and
 - (2) A brief narrative statement of the general substance of the testimony that each witness is expected to give;
3. A *Witness List* shall be served on the opposing party, and filed with the Tribal Court Clerk at least five (5) calendar days before the court proceeding date;
4. A supplemental witness list is obligated to be exchanged if any additions or changes are made to the originally supplied list;
5. Failure to include a witness on the required *Witness List* may result in that witness' testimony being prohibited at trial, or other sanctions;
6. If a witness is not included on the *Witness List*, a Tribal Court Judge may permit a witness to provide testimony with a showing of good cause.

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

The Order is effective beginning July 22, 2024. This administrative order shall remain in effect until modified, vacated, or superseded by future policy.

Dated: 07/25/2024

Christine Williams

CHRISTINE WILLAMS

Chief Justice,

Habematolel Pomo of Upper Lake Tribal Court

Administrative Order