



**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-25-07-21-07**

Before: WILLIAMS, Chief Justice:

**WHEREAS** the Court determined there was a need to establish a time limit for service of a summons and complaint; 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. The Court hereby adopts a time limit for service, which requires that the petitioner shall serve the summons and a copy of the complaint on the respondent within 30 days of the date the clerk issues the summons; and
2. If a respondent is not served within 30 days after the summons is issued, the court, on motion or on its own after notice to the plaintiff, must dismiss the action without prejudice against that respondent.

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 21, 2025. This administrative order shall remain in effect until modified, vacated, or superseded by future policy.

Dated: July 8, 2025

CHRISTINE WILLAMS

Chief Justice,

Habematolel Pomo of Upper Lake Tribal Court