

IN THE MATTER OF)
)
JUDICIAL OFFICES COVID-19) ADM-2021-0002
TRIBAL COURTHOUSE)
)

SAC AND FOX NATION
CHARLOTTE SMITH
COURT CLERK
DEPUTY

NOW, on this 25th day of June 2021, the Supreme Court for the Sac and Fox Nation finds it necessary to amend the Sac and Fox Nation Judicial Offices COVID-19 Operational Plan to be effective July 1, 2021, to wit:

WORK HOURS AND OPERATIONS

The following addresses Judicial Offices Phase 3 COVID-19 operations to assist in the safety of the public and Judicial Officers. The Judicial Offices work hours and operations shall be as follows:

Court Clerks' Office Coverage and Hours:

- The Court staff shall work on site Monday through Friday 8:00 a.m. to 4:30 p.m.. The Court Administrator may work off site when it is warranted.

Day to Day Operations:

- To ensure visitor screening, the Court's main entrance door will remain locked. A notice shall be placed, in plain view, on the door instructing visitors to ring the doorbell, call or text the Clerks' Office announcing their arrival to obtain assistance.
- Face coverings are required if the individual has not been fully vaccinated, otherwise face coverings are optional.
- After being screened for temperature and the visitor(s) uses hand sanitizer located at the entrance, the visitor(s) shall be allowed into the lobby area of the building to conduct their business. To assist in social distancing, the clerk's office shall have discretionary authority to limit the number of visitors in the lobby at one time.
- If a visitor exhibits a temperature, the procedures in the Sac and Fox Nation's COVID-19 Response Personnel Policies and Procedures will be referenced.

Docket Operation:

- Parties allowed in the courtroom at one time will be restricted to the required court personnel, litigants and attorneys.
- Parties will check-in at the front entrance in-person or via telephone.

- Parties shall remain outside the building until they are called in by the Court Clerk's Office.
- While litigants are in the courtroom, the clerk may call the next set of parties to go before the court, screen them and have them waiting in the lobby area. The clerk shall keep this rotation to assist in the efficiency of the court process.
- If a visitor exhibits a temperature, the procedures in the Sac and Fox Nation's COVID-19 Response Personnel Policies and Procedures will be referenced.

IT IS SO ORDERED.

A handwritten signature in black ink, appearing to read 'O. Joseph Williams', written in a cursive style.

**O. JOSEPH WILLIAMS
CHIEF JUSTICE**