

## **Snoqualmie Tribal Court Electronic Filing Policy**

### **ELECTRONIC FILING IN GENERAL**

**EFFECTIVE OCTOBER 1, 2011**, parties filing documents in Tribal Court are permitted to file documents electronically by sending the document in proper electronic format to the following email address: [tribalcourtclerk@snoqualmienation.com](mailto:tribalcourtclerk@snoqualmienation.com)

**UPON RECEIPT OF AN ELECTRONICALLY-FILED DOCUMENT**, the Tribal Court Clerk shall send a confirmation of receipt email to the individual who filed the document, which shall inform the individual the date and time the document was received officially by the court along with any other relevant information. Any document filed on a Court holiday or outside of the hours of 9:00 am-4:00 pm will be deemed to have been filed the next regular business day.

**IN ADDITION TO THE DOCUMENT FILED WITH THE CLERK ELECTRONICALLY**, the party filing the document shall also submit one judge's working copy (a paper copy of the document, and all accompanying exhibits, filed electronically) to the Tribal Court. The judge's working copy may be sent via first class mail the same day the document is e-filed, unless it relates to a court proceeding scheduled within the next five (5) days or otherwise requires the immediate attention of the Court, in which case the chambers copy must be hand-delivered to chambers not later than the morning of the next business day after the document is e-filed. Good practice requires that in appropriate cases, relevant portions of lengthy documents be highlighted. The party filing the document shall attach a printed copy of the confirmation of receipt of electronic filing to the front of the document being submitted as a judge's working copy.

**IF A FILING FEE IS REQUIRED FOR THE DOCUMENT BEING FILED ELECTRONICALLY**, payment of the fee should be submitted to the Court Clerk at the time of submittal of the judge's working copy. If payment is **not** submitted, the document will not be "stamped as filed" or accepted by the Court for filing until the fee has been paid. A document will not be considered filed unless the relevant filing fee is satisfied by the party seeking to file the document.

**A FILE CREATED WITH A WORD PROCESSOR**, or a paper that has been scanned, must be converted to PDF to be filed electronically with the Court. Converted files contain the extension ".pdf". All fonts embedded in PDF records (except in papers that have been scanned) must have been publicly identified as a font that may be legally imbedded (i.e., the font license permits embedding) in a file for unlimited, universal viewing and printing [font styles, which are the most commonly used fonts for document production: Courier (Regular, Bold, Italic, and Bold Italic), Arial MT (Regular, Bold, Oblique, and Bold Oblique), Times New Roman PS MT (Roman, Bold, Italic, and Bold Italic), Symbol, and Zapf Dingbats].

**A HYPERLINK CONTAINED IN AN ELECTRONICALLY FILED DOCUMENT** is merely a convenient mechanism created by the author for accessing Internet material. A hyperlink is not a part of the Court's record. Accordingly, the Court does not endorse nor exercise any responsibility over the content at the destination. Any hyperlink to a case or other authority included in an electronic filing must be expressed in the full traditional citation method for the cited authority. If a cited Internet resource is fundamental to the paper and refers to information that has not already been made part of the record, the Internet material must be captured, preserved in PDF, and attached to the paper. The attachment should include a notation of the date it was viewed and the case to which it relates.

### **EXCEPTIONS TO FILING ELECTRONICALLY**

**THE FOLLOWING PAPERS MUST BE FILED IN THE TRADITIONAL MANNER** and cannot be submitted to the Court via email: (a) sealed criminal papers; (b) papers submitted in camera; (c) warrants issued; and (d) filing of criminal initiating papers (e.g., criminal complaints, indictments, or information's).

**ELECTRONIC FILING IS NOT MANDATORY** and parties are still able to file documents by filing them in person during normal business hours at the Tribal Court.

### **SERVICE**

**SERVICE OF PROCESS OF ELECTRONICALLY-FILED DOCUMENTS** must be effected in the traditional manner. Service of process via e-mail is not permitted unless agreed to by the parties.

**A CERTIFICATE OF SERVICE ON ALL PARTIES ENTITLED TO SERVICE OR NOTICE** is still required when a party files a document electronically. The certificate must state the manner in which service or notice was accomplished on each party so served.

### **SIGNATURES**

**A PAPER FILED ELECTRONICALLY MUST INCLUDE** a signature block containing the name of the party filing the document represented by "s/", "/s/" or a scanned signature, firm name (if applicable), street address, telephone number, primary e-mail address, and bar ID number (where applicable). The format of the signature block should substantially conform to the following sample:

s/ Christopher Adams, STC #9999  
Adams, Adams & Adams P.C.  
123 Main Street  
Snoqualmie, WA 98065  
T: (425) 555-1234  
Email: cadams@adamslaw.com

**A PAPER CONTAINING THE SIGNATURE OF A DEFENDANT** in a criminal case shall be scanned and filed by filing users or court personnel.

**AN AFFIDAVIT, DECLARATION OR PAPER** containing the signature of a non-attorney shall be scanned and filed electronically.

**A PAPER REQUIRING THE SIGNATURE OF MORE THAN ONE PARTY** shall be filed electronically by: (a) submitting a scanned paper containing all necessary signatures; or (b) any manner approved by the court; or (c) representing the consent of the other parties on the paper by including the name of the consenting party in a separate signature block as shown in the following sample:

s/ with consent of Morgan Davis Law Office of Davis & Davis 456 Mockingbird Lane  
Snoqualmie, WA 98065  
(425) 555-6789

mdavis@DavisDavis.com

#### **PROPOSED ORDERS**

**PROPOSED ORDERS ARE ALLOWED TO BE SUBMITTED** to the Court Clerk electronically, provided the word “proposed” is clearly indicated on the document. All proposed orders shall include a signature block after the signature block designated for the judge which shall indicate by whom the order was presented.

**THE PARTY FILING A PROPOSED ORDER** must provide all other parties a copy of the proposed order either by e-mail or other form, whatever service of process is appropriate.

#### **DOCKET/OFFICIAL COURT RECORD**

**A DOCUMENT FILED ELECTRONICALLY IN ACCORDANCE WITH THESE POLICIES AND PROCEDURES** shall constitute entry of that document on the docket kept by the Clerk of the Court.

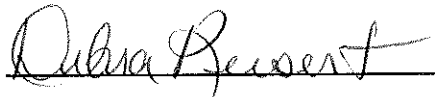
#### **ELECTRONIC FAILURES**

**A PARTY WHO SUFFERS PREJUDICE** as a result of a malfunction of the party’s own equipment, or the court’s electronic systems, may seek appropriate relief from the Court.

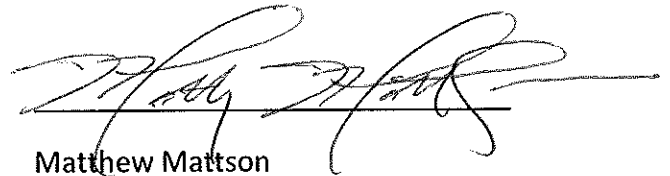
**EXHIBITS**

**AN EXHIBIT AVAILABLE IN ORIGINAL ELECTRONIC FORMAT** may be converted to PDF and filed electronically, subject to size limitations contained herein. A party may scan a paper exhibit that is less than 5 megabytes (5 megabytes equals approximately 80 pages of conventional text - parties are directed to file only portions of exhibits that are germane and not include any paper that is already part of the record) and submit the exhibit as a PDF file.

If you have any questions or concerns please contact the Snoqualmie court at **(425).888.2566** or by mailing to **P.O. Box 969, Snoqualmie, WA 98065**. If you would like to visit us the Snoqualmie Tribal Court is located at **8150 Railroad Ave. Suite B, Snoqualmie, WA 98065**.



Debra Reiser  
Tribal Court Clerk



Matthew Mattson  
Tribal Administrator