

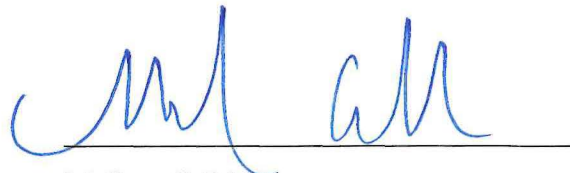
**COQUILLE INDIAN TRIBAL COURT**

**SUPPLEMENTAL COURT RULE 2024-1**

**PROCEDURES FOR FILING DOCUMENTS WITH  
THE COQUILLE INDIAN TRIBAL COURT AND  
FOR SERVING DOCUMENTS**

1. Procedure for filing and service of documents in court proceedings Filing and service of pleadings and other documents shall comply with Chapter 620 of the Coquille Indian Tribal Code and this rule. All documents may be filed electronically or in paper format with the court and served on a party in paper format.
  
2. Time and method of filing court documents Documents may be filed with the court clerk: (1) in person, during such times as are established by the Order Establishing Regular Court Days and Hours; (2) during other tribal business hours, by handing the document in a sealed envelope to a court employee or to a tribal administrative employee at the front desk of the Coquille Indian Tribal administrative office; (3) by mail properly addressed and sent in an envelope with sufficient postage to Clerk, Coquille Indian Tribal Court, 3050 Tremont, North Bend, OR 97459 or (4) by email to [DennieHunter@coquilletribe.org](mailto:DennieHunter@coquilletribe.org).
  
3. Procedure upon receipt of documents A document is received by the court when the court clerk receives it. Upon receipt of a document, the court clerk shall file stamp it with the date and time of receipt, docket it, and include it in the record of the case. In the event a document is left with a court employee or administrative employee outside of regular court days and hours, the employee shall note the date and time of receipt on the delivery envelope, and the court clerk will later enter the information as the date and time of filing.
  
4. Exclusive rule Documents shall be filed only as provided herein. Documents that come to the court by other means shall not be accepted for filing and may be returned to the party, or destroyed, at the court's discretion.

IT IS SO ORDERED this 1<sup>st</sup> day of June, 2024.



Melissa Cribbins  
Chief Judge  
Coquille Indian Tribe