

TITLE 3. TRIBAL COURTS

Chapter 3.5

COURT ADMINISTRATION

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3.5.1. Appointment of Clerk. The clerk of the court shall be appointed by the chief judge, utilizing the employment and personnel procedures of the Suquamish Tribe. (Prior code Ch. I, Art. V, §1; amended by Res. 89-007 (part), passed Jan. 17, 1989)

3.5.2. Qualifications of Clerk. No person shall be appointed a clerk of the court unless the appointee is twenty-one (21) years of age or older and of good moral character; has never been convicted of a serious offense or felony; has not been convicted of a misdemeanor within the past year; speaks, writes, and understands the English language fluently; and has demonstrated competence in the skills essential to the preparation and maintenance of court records. (Prior code Ch. I, Art. V, §2; amended by Res. 89-007 (part), passed Jan. 17, 1989)

3.5.3. Duties of Clerk. The clerk shall render assistance to the law enforcement office and to residents of the reservation in the drafting of complaints, subpoenas, warrants, and any other documents necessary to the functions of the Court. The clerk shall attend and keep a record of the Suquamish Tribal Court and Court of Appeals, read the complaints, administer oaths, collect all fines paid by order of the Court, and account therefor. The clerk shall perform other duties as provided in this code and as may be directed by the chief judge. (Prior code Ch. I, Art. V, §3)

3.5.4. Bond. The clerk shall be bonded. (Prior code Ch. I, Art. V, §4)

3.5.5. Docket. The clerk shall keep a docket in which shall be entered the names of each plaintiff and defendant in any civil or criminal proceeding, the character of the proceeding, the date of issuance and the return date of any process issued therein, the appearance or default of parties summoned, the date and amount of any judgment, any appeal therefrom, and all other proceedings there. The clerk shall keep and maintain such other records as provided in this code and as may be directed by the chief judge. (Prior code Ch. I, Art. VI, §1)

3.5.6. Copies of Proceedings. Any party may obtain a certified copy of court proceedings from the clerk by payment of the cost thereof. (Prior code Ch. I, Art. VI, §2)

3.5.7. Copies of Laws, Ordinances, etc. The Suquamish Tribal Court of the Port Madison Indian Reservation shall be provided with copies of this code and copies of other federal and state laws and regulations and tribal ordinances deemed by the Court necessary, proper, and applicable to the rights and conduct of persons subject to the jurisdiction of this Court and to its judicial powers and responsibilities. (Prior code Ch. I, Art. VI, §3)

3.5.8. Seal. The Court of the Port Madison Indian Reservation shall adopt a seal which shall be used by the clerk of the court when he or she prepares certified copies of any official documents of the Court for use outside the Court. (Prior code Ch. I, Art. IV, §8)