



University of New Mexico School of Law's  
Southwest Indian Law Clinic and Institute of Public Law  
in collaboration with the American Indian Law Center, Inc.

**TRIBAL COURT TRAINING PROGRAM FOR  
COURT ADMINISTRATORS AND COURT CLERKS**

*Funded by the BIA Office of Justice Services*

Agenda (**Draft**)

April 18 – 20, 2011

Bureau of Indian Affairs, National Indian Program Training Center  
1011 Indian School Rd. NW, Albuquerque, NM 87104

**Day One: Monday, April 18**

- 8:30 a.m. – 8:40 a.m.      Opening prayer, welcome and announcements
- 8:40 a.m. – 9:40 a.m.      **Unit 1:      Background of Tribal Courts**  
This unit will provide examples of indigenous justice systems and the development of federal policy in shaping Tribal Courts.  
*Cynthia Aragon, Partner,  
Aragon & Soto Hall, LLC*
- 9:40 a.m. – 9:50 a.m.      Break
- 9:50 a.m. – 10:30 a.m.      **Unit 2:      Jurisdiction: An overview**  
*Professor Barbara Creel,  
University of New Mexico School of Law*
- 10:30 a.m. – 11:00 a.m.      **Unit 3:      Within the Tribe: Relationships between Tribal Court, Tribal Government and Tribal Entities will be covered with discussion.**  
*Helen B. Padilla, Esq.  
Director, American Indian Law Center, Inc.*

- 11:00 a.m. – 11:10 a.m. Break
- 11:10 a.m. – 11:45 a.m. **Unit 4: Relationships outside the Tribe: A facilitated discussion among the participants will bring to the forefront relationships between Tribal Courts, outside governments, and other entities and how to collaborate.**  
Facilitator: *Professor Barbara Creel, University of New Mexico School of Law*
- 11:45 a.m. – 1:00 p.m. Lunch on your own
- 1:00 p.m. – 1:40 p.m. **Unit 5: Court Management: An overview**  
*Benjenita Bates, Court Administrator Navajo Nation Supreme Court*
- 1:40 p.m. – 1:50 p.m. Break
- 1:50 p.m. – 2:50 p.m. **Unit 6: Duties and responsibilities of Court Administrators and Court Clerks will be provided with discussion.**  
*Rosemary Glaser, Court Administrator Ak-Chin Community Indian Court*
- 2:50 p.m. – 3:00 p.m. Break
- 3:00 p.m. – 3:40 p.m. **Unit 7: Tribal Codes and Tribal Laws: The importance of knowing them and implementation.**  
*Temet Aguilar, Esq., Court Administrator Intertribal Court of Southern California*
- 3:40 p.m. – 3:50 p.m. Break
- 3:50 p.m. – 4:50 p.m. **Unit 8: Valid Service of Process and Notice of Hearings: Purpose and coordination behind it.**  
*Professor Barbara Creel, University of New Mexico School of Law*
- 5:30 p.m. – 7:00 p.m. Reception (light refreshments), Indian Pueblo Cultural Center, Pottery Room

**Day Two: Tuesday, April 19**

- 8:30 a.m. – 9:30 a.m.     **Unit 9:     Policy and Procedures Manual**  
This unit will provide information on the purpose and importance of internal policies and procedures for a Tribal Court.  
*Benjenita Bates, Court Administrator*  
*Navajo Nation Supreme Court*
- 9:30 a.m. – 9:40 a.m.     Break
- 9:40 a.m. – 10:20 a.m.     **Unit 10, Part A:     Case Management: Best practices with discussion.**  
*Rosemary Glaser, Court Administrator*  
*Ak-Chin Community Indian Court*
- 10:20 a.m. – 11:00 a.m.     **Unit 10, Part B:     Case Management: Lessons learned with discussion.**  
*Rosemary Glaser, Court Administrator*  
*Ak-Chin Community Indian Court*
- 11:00 a.m. – 11:10 a.m.     Break
- 11:10 a.m. – 11:45 a.m.     **Unit 10, Part C:     Case Management: Questions to ask if purchasing or upgrading court software with discussion.**  
*Helen B. Padilla, Esq. Director, and*  
*Francine M. Hatch, Esq., Sr. Policy Analyst,*  
*American Indian Law Center, Inc.*
- 11:45 a.m. – 12:45 p.m.     Lunch provided
- 12:45 p.m. – 1:15 p.m.     **Unit 11:     The importance of Tribal Courts and sovereignty will be discussed.**  
*Helen B. Padilla, Esq.*  
*Director, American Indian Law Center, Inc.*
- 1:15 p.m. – 1:20 p.m.     Break

1:20 p.m. – 2:20 p.m.     **Unit 12:     **Filing system****  
This unit will provide suggestions for an overall comprehensive filing system, which is organized and efficient.  
*Temet Aguilar, Esq., Court Administrator  
Intertribal Court of Southern California*

2:20 p.m. – 2:30 p.m.     Break

2:30 p.m. – 3:05 p.m.     **Unit 13:     **Court Interpreters****  
This unit will explain the use of court interpreters to ensure a fair trial and the responsibilities involved to make a court interpreter available and part of the case.  
*Rosemary Glaser, Court Administrator  
Ak-Chin Community Indian Court*

3:05 p.m. – 3:10 p.m.     Break

3:10 p.m. – 4:10 p.m.     **Unit 14:     **Forms****  
Key information for the development and use of forms will be provided with discussion.  
*Temet Aguilar, Esq., Court Administrator  
Intertribal Court of Southern California*

4:10 p.m. – 4:20 p.m.     Break

4:20 p.m. – 5:00 p.m.     **Unit 15:     **Juvenile delinquency cases****  
This unit will highlight the privacy and confidentiality needed for juvenile delinquency cases.  
*Lorraine Galvan, Court Administrator  
Ysleta del Sur Pueblo Tribal Court*

**Day Three: Wednesday, April 20**

8:30 a.m. – 9:30 a.m.     **Unit 16:     **Court Financial Management Policies and Procedures Manual****  
This unit will explain the purpose and importance of having policies and procedures in place for finances.  
*Temet Aguilar, Esq., Court Administrator  
Intertribal Court of Southern California*

9:30 a.m. – 9:40 a.m.	Break
9:40 a.m. – 10:40 a.m.	<b>Unit 17: Teamwork: An effective tool for court management</b> <i>Jan Morris, Court Administrator</i> <i>Gila River Indian Community Court</i>
10:40 a.m. – 10:50 a.m.	Break
10:50 a.m. – 11:50 a.m.	<b>Unit 18: Courtroom duties of a Court Clerk will be explained and discussed.</b> <i>Temet Aguilar, Esq., Court Administrator</i> <i>Intertribal Court of Southern California</i> <i>and Lorraine Galvan, Court Administrator</i> <i>Ysleta del Sur Pueblo Tribal Court</i>
11:50 a.m. – 1:05 p.m.	Lunch on your own
1:05 p.m. – 1:50 p.m.	<b>Unit 19: Appeals: Interaction between the Tribal Court and Appellate Court will be discussed.</b> <i>Helen B. Padilla, Esq.</i> <i>Director, American Indian Law Center, Inc.</i>
1:50 p.m. – 2:00 p.m.	Break
2:00 p.m. – 3:00 p.m.	<b>Unit 20: Professional responsibility and ethics will be reviewed and discussed.</b> <i>Jan Morris, Court Administrator</i> <i>Gila River Indian Community Court</i>
3:00 p.m. – 3:10 p.m.	Break
3:10 p.m. – 4:10 p.m.	<b>Unit 21: Public relations</b> This unit will cover information available to the public and customer service. <i>Temet Aguilar, Esq., Court Administrator</i> <i>Intertribal Court of Southern California</i>
4:10 p.m. – 4:25 p.m.	Group photo, final announcements, and closing prayer