



**UNM School of Law Southwest Indian Law Clinic and  
the American Indian Law Center, Inc.**

**FUNDAMENTAL KNOWLEDGE AND SKILLS FOR  
TRIBAL COURT ADMINISTRATORS AND CLERKS**  
*Funded by the BIA Office of Justice Services*

Agenda (Draft)

September 12-14, 2011

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

Please arrive 10-15 minutes before the daily starting time to go through security.

**Day One: Monday, September 12**

- 8:30-9:00      Opening prayer, welcome and announcements, team assignments
- 9:00-10:00    **Unit 1 - Background of Tribal Courts:** Indigenous justice systems and the development of federal policy in shaping Tribal Courts.  
*Cynthia Aragon, Partner, Aragon & Soto Hall, LLC*
- 10:00-10:10   Break
- 10:10-10:50   **Unit 2 - An Overview of Jurisdiction and the Indian Civil Rights Act (ICRA) and Due Process**  
*Sherri Thomas, Law Librarian, Assistant Professor of Law Librarianship*  
\*Group exercise
- 10:50-11:45   **Unit 3 - Relationships within and outside the Tribe:** A facilitated discussion on collaborating with other tribal and non-tribal governments and entities.  
Facilitators: *Jan Morris, Court Administrator, Gila River Indian Community Court, and Ramona F. Tsosie, Tribal Court Management Consultant*  
\*Breakout activities
- 11:45-1:00    Lunch on your own (see restaurant directory in binder)
- 1:00-1:40     **Unit 4 - Tribal Codes and Laws:** Importance of knowing and implementing them  
*Temet Aguilar, Esq., Court Administrator, Intertribal Court of Southern California*  
\*Group exercise

- 1:40-1:50 Break
- 1:50-2:50 **Unit 5 - Policy and Procedures Manuals:** Purpose and importance of internal and financial policies and procedures manuals.  
*Ramona F. Tsosie and Temet Aguilar, Esq.*  
\*Handouts and breakout activity
- 2:50-3:00 Break
- 3:00-3:50 **Unit 6 - An Overview of Court Management**  
*Ramona F. Tsosie*
- 3:50-4:00 Break
- 4:00-5:00 **Unit 7 - Duties and Responsibilities of Administrators and Clerks**  
*Ramona F. Tsosie*  
\*Handouts & breakout activity

**Day Two: Tuesday, September 13**

- 9:00-10:40 **Unit 8 - Case and Records Management**  
*Ramona F. Tsosie*  
\*Group exercise
- 10:40-10:50 Break
- 10:50-12:30 **Unit 9 - Case-Flow Management:** Calendaring/Docketing, Service of Process, and Notice of Hearings  
*Jan Morris*  
\*Group activity
- 12:30-1:45 Lunch on your own
- 1:45-3:25 **Unit 10 - Forms and Technology**  
*Temet Aguilar, Esq. and Ramona F. Tsosie*
- 3:25-3:35 Break
- 3:35-4:35 **Unit 11 - Juvenile delinquency cases**  
*Ramona F. Tsosie and Jan Morris*  
\*Group exercise

**Day Three: Wednesday, September 14**

- 9:00-10:40 **Unit 12 - Teamwork: An effective management tool**  
*Jan Morris and Ramona F. Tsosie*  
\*Group exercise
- 10:40-10:50 Break

- 10:50-11:20 **Unit 13 - Appeals:** Interaction with the Appellate Court and your responsibilities  
*Helen B. Padilla, Esq., Director, American Indian Law Center, Inc.*
- 11:20-12:20 **Unit 14 - Customer Service and Public Relations**  
*Temet Aguilar, Esq.*  
\*Group exercise with hypotheticals
- 12:20-1:00 Lunch (provided)
- 1:00-2:00 **Unit 15 - Professional responsibility and ethics (including the use of interpreters)**  
*Jan Morris*  
\*Handouts and group exercise
- 2:00-2:15 Group photo, final announcements, and closing prayer