



**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 8/8/12**

September 10-12, 2012

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 10

8:30-9:00 Opening prayer, welcome, announcements, and team assignments

9:00-10:15 **Unit 1 - Background of Tribal Courts:** Indigenous justice systems and the development of federal policy in shaping Tribal Courts.
Cynthia Aragon, Attorney at Law, LLC

10-Minute Break

10:25-11:55 **Unit 2 - An Overview of Jurisdiction and the Indian Civil Rights Act (ICRA) and Due Process**
Sherri Thomas, Law Librarian, Associate Professor of Law Librarianship
*Group exercise

11:55-1:00 Lunch on your own (see restaurant directory in binder)

1:00-1:40 **Unit 3 - Tribal Codes and Laws:** Importance of knowing and implementing them
Temet Aguilar, Esq., Court Administrator, Intertribal Court of Southern California
*Group exercise

10-Minute Break

1:50-2:50 **Unit 4 - Policy and Procedures Manuals:** Purpose and importance of internal and financial policies and procedures manuals.
Temet Aguilar, Esq.
*Handouts and breakout activity

10-Minute Break

3:00-3:50 **Unit 5 - An Overview of Court Management**
Ramona F. Tsosie

10-Minute Break

4:00-5:00 **Unit 6 - Duties and Responsibilities of Administrators and Clerks**
Ramona F. Tsosie
*Handouts & breakout activity

Day Two: Tuesday, September 11

9:00-10:40 **Unit 7 - Case and Records Management**
Ramona F. Tsosie
*Group exercise

10-Minute Break

10:50-12:30 **Unit 8 - Case-Flow Management:** Calendaring/Docketing, Service of Process, and Notice of Hearings
Ramona F. Tsosie
*Group activity

12:30-1:45 Group photo and lunch on your own

1:45-3:25 **Unit 9 - Forms and Technology**
Temet Aguilar, Esq.

10-Minute Break

3:35-4:35 **Unit 10 - Juvenile Delinquency Cases**
Ramona F. Tsosie and Temet Aguilar, Esq.
*Group exercise

Day Three: Wednesday, September 12

9:00-10:40 **Unit 11 - Teamwork: An Effective Management Tool**
Temet Aguilar, Esq. and Ramona F. Tsosie
*Group exercise

10-Minute Break

10:50-11:50 **Unit 12 - Appeals:** Interaction with the Appellate Court and your responsibilities
Helen B. Padilla, Esq., Director, American Indian Law Center, Inc.

11:50-1:05 Lunch on your own

1:05-2:05 **Unit 13 - Customer Service and Public Relations**
Temet Aguilar, Esq.
*Group exercise with hypotheticals

10-Minute Break

2:15-3:00 **Unit 14 - Professional Responsibility and Ethics (including the use of interpreters)**
Temet Aguilar, Esq.
*Handouts and group exercise

3:00-3:15 Final announcements and closing prayer