



Judicial Branch of the Navajo Nation

Request for Proposals

Scope of Work

Project Name	Company Name
Probate & Quiet Title pro se presentations and Mobile Court services	Navajo Nation Judicial Branch - Tuba City Judicial District
Point of Contact	Project Location
Sheila Begishie, Court Administrator (928) 283-3140 sheila.begishie@navajo-nsn.gov	Various – Western Agency Navajo Nation Chapters and Tuba City District Court
Project Objective	Project Team
Educate pro se litigants and court users on Probate and Quiet Title procedures and court processes through pro se presentations and mobile court services; achieving access to Justice, transparency and community engagement.	Tuba City District Court Staff Western Agency Navajo Nation Chapters

Project Overview

Tuba City Judicial District received an appropriation of funds to address Probate and Quiet Title cases. Toward this goal, this project aims to increase access to justice, transparency and community engagement. The Tuba City Judicial District has identified a need for pro-se presentations to support self-represented litigants and provide mobile court services to meet the needs of rural communities. This project involves communication and coordination for Probate and Quiet Title in-person presentations, review and update Probate and Quiet Title templates, PowerPoints and materials by a licensed attorney. Implement mobile court services to surrounding communities and support services for attorney through collaboration with western agency chapters.

The Tuba City Judicial District requests proposals from qualified, Navajo Nation Bar licensed Attorneys to assist in completing the scope and objective of this project. Prospective Attorneys must have knowledge of Navajo cultural context.

Roles and Responsibilities

The Attorney will perform the following tasks:

- Provide pro se Probate and Quiet Title in-person presentations.
- Travel to and from presentation sites.
- Legal consultation and advice: Provide legal guidance on matters related to Probate and Quiet Title Rules and Procedures. Advise on applicable laws and regulations.

- Document drafting and review: Prepare, review, and revise pro se petition forms, instructions, materials and PowerPoint presentations for Probate and Quiet Title matters
- Communicate and coordinate with the Court Administrator, Judge and Court staff for in-person presentations and mobile court services.

The Court Administrator will perform the following tasks to further the project:

- Communicate and coordinate in-person presentations and mobile court services with Attorney, Judge, Court Staff, Probation, Peacemaking services and Navajo Chapters.
- Team coordination: Assemble and lead the project team, assigning tasks and responsibilities to team members. Facilitate communication among team members to ensure delivery of services and address any issues.
- Publicize presentations and mobile court service schedule through radio broadcasting and newspaper agencies.
- Monitor and reporting: Track project progress, adjust schedules and resources as necessary. Conduct project surveys or evaluations to assess outcomes.

Key Deliverables

- Community engagement, outreach activities and pro se presentations.
- PowerPoint presentations, resource information and educational materials to self-represented litigants.
- Pro se petition forms and instructions for Probate & Quiet Title to self-represented litigants.
- Provide information on court services, filing processes and answer inquiries.

Proposed timeline

Project will commence May 1, 2026 and continue until end of September 2026.

Prospective attorneys will need to include a cost proposal for fees and expenses to complete the project scope of work and state objectives.

Deadline: The deadline to submit a proposal is March 19, 2026 at 4:00 p.m.. Proposals can be emailed to Court Administrator Sheila Begishie at Sheila.begishie@navajo-nsn.gov. Inquiries can be made to the same address.