

DILKON JUDICIAL DISTRICT

Navajo Nation Judicial Branch

COURT
(928) 657-8140

FAX
(928) 657-8146

PROBATION
(928) 657-8134

PEACEMAKING
(928) 657-8136

HC 63 Box 787, Winslow, AZ 86047 ~ Navajo Route 15 Milepost 55, Dilkon, Arizona

MEMORANDUM

To: ALL PUBLIC, ATTORNEYS, PROSECUTORS, PETITIONERS, DEFENDANTS, NAVAJO NATION BRANCHES, DIVISIONS, DEPARTMENTS, PROGRAMS, AND OFFICES

From: s/ Darlene LaFrance, Court Administrator
s/ Raven Attwood, Attorney
Dilkon Judicial District

Date: July 1, 2020

Subject: **UPDATED NOTICE OF LIMITED SERVICES**

Our building is closed to the public, but the Court continues to provide services to the public. All necessary hearings will be held by telephone conference until further notice. In-person filing will not be available until further notice.

SERVICES AVAILABLE

- Domestic Abuse and Vulnerable Adult Protection Orders (Petitions and enforcement);
- Children's cases involving detained juveniles and abused or neglected children;
- Habeas Corpus and other complaints for injunctive relief;
- Criminal proceedings concerning incarcerated defendants (arraignment and bail) and Bench Warrant Hearings on outstanding bench warrants;
- Processing of payments for civil and criminal fees and fines;
- Other matters involving public health and safety during the State of Emergency.

HOW TO FILE DOCUMENTS

You may file documents with the Court by fax, mail or email. **In-person filing will NOT be available until further notice.** Email and fax filing is permitted until further notice by Administrative Order of the Chief Justice of the Navajo Nation, Order 14-2020.

The Court will accept all new filings, and schedule matters based upon whether they fall into the essential case categories listed above. Anyone whose case is delayed or set for hearing on the basis that it is a non-essential case can file a Motion asking the Court to schedule their hearing as essential, and explain why an urgent hearing is needed.

Documents filed with the Court by email or fax outside Court hours will be received the next Court day during normal Court hours (Monday-Friday, 8:00 A.M.- 5:00 P.M. (D.S.T.)).

To file by Email, email document as a.pdf to: nndkcourt@navajo-nsn.gov, with "For Filing" in the subject line of the email. **then call the Court** at 928-551-2385 to verify your email address and confirm receipt of your document. **Emails may be lost in the Navajo Nation's spam filters if not verified.**

To file by Mail, mail document to: Dilkon District Court, HC 63 Box 787, Winslow, AZ 86047.

To file by Fax, fax document to: Dilkon District Court, 928-657-8146. Due to limited staffing, there may be a delay in receipt of faxed documents. Faxed documents will be stamped in based upon the date/time received.

IF YOU NEED A PROTECTION ORDER

There is a downloadable Petition for Domestic Abuse Protection Order with Motion for Ex-Parte Temporary Protection Order available on the Navajo Nation Court website at: <http://www.navajocourts.org/>.

IF YOU NEED AN EMERGENCY PROTECTION ORDER ON A WEEKEND OR HOLIDAY, CONTACT THE DILKON POLICE DEPARTMENT FOR ASSISTANCE.

The Dilkon Family Court **does not** require a notarized signature on Pro Se Petitions for Domestic and/or Vulnerable Adult Protection Orders, and for Petitions for Protection Orders ONLY, petitions will be accepted over the phone or email if the petitioner has no access to print out forms, and forms scanned by taking photographs of them with a smartphone will be accepted as long as they are readable. Anyone needing a Protection Order should contact the Court for assistance.

After filing a Petition for a Protection Order, call the Court to confirm receipt of your Petition. The Court Clerk will verify your signature over the phone if it is not notarized, or take your verbal oath of verification of the petition if it was submitted without a handwritten signature. **Do not assume the Court has actually received your Petition until you have spoken with a Court Clerk!**

IF YOU HAVE A SCHEDULED COURT HEARING

Call the Court at 928-551-2385 **before** your hearing to confirm that it is taking place, and for instructions on how to appear for your hearing by telephone. **If you have legal counsel**, please communicate with them before calling the Court.

IF YOU HAVE A BENCH WARRANT FOR FAILURE TO APPEAR AT A PREVIOUS HEARING

Call the Court and inform the Clerk you would like to take care of your bench warrant.

- You will be required to provide updated contact information.
- **If you have legal counsel**, contact your counsel first. If you do not have contact information for your counsel of record, the Court Clerk can provide contact information from the Court's records, and/or ensure your counsel is given notice of the bench warrant hearing.
- A Bench Warrant Hearing will be scheduled. You will have an opportunity to have your bench warrant quashed upon your telephonic appearance for the hearing.

PRO SE FORMS

The Dilkon Court will email *pro se* forms in .pdf or Word document format at no charge upon a request made by phone or email, or will mail them at the court's expense upon receipt of the usual document printing fee. Anyone needing forms should call the Court.

HOW TO PAY A FINE OR FEE

To pay any fine or fee, mail a money order payable to the "Navajo Nation-Dilkon Court" **and your citation/court document showing what you are paying for** to: Dilkon District Court, HC 63 Box 787, Winslow, AZ 86047. All fines or fees mailed will be processed as received on the postmarked date.

Civil traffic fines only may also be paid by Visa or Mastercard credit or debit card online at <https://www.justiceweb.navajo-nsn.gov/>, or by telephone at 928-551-2385. There is a 5% surcharge for all card payments.

IF YOU HAVE QUESTIONS, please contact the Court at (928) 551-2385.

