

YAVAPAI-APACHE NATION TRIBAL COURT  
MIDDLE VERDE RESERVATION, ARIZONA

IN RE:

) Case No.: YAAO 12-002

YAVAPAI-APACHE TRIBAL COURT

) **GENERAL ADMINISTRATIVE ORDER**  
) **ADOPTING**  
) **YAVAPAI-APACHE RULES OF**  
) **CIVIL PROCEDURE**

CIVIL RULES OF PROCEDURE

One of the fundamental functions of the Court is to efficiently resolve civil conflicts. In order to help legal advocates and members of the community, the Tribal Court now finds it necessary to establish rules to guide civil proceedings.

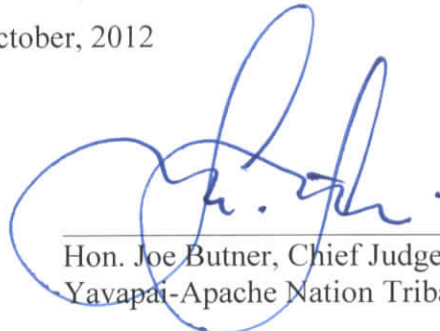
THEREFORE, IT IS THE ORDER OF THIS COURT that:

1. The Yavapai-Apache Rules of Civil Procedure attached hereto as Appendix A (and incorporated herein by reference) are hereby adopted for a period of one (1) year from the date of this order, subject to extension by further order of the Court.
2. The Rules are designed to comply with the Yavapai-Apache Civil Code. Where the Civil Code and the Rules of Procedure are silent, the Federal Rules of Civil Procedure shall guide advocates and un-represented parties. Where there is a conflict between the Yavapai-Apache Civil Code and the Yavapai-Apache Rules of Civil Procedure, the Civil Code shall be controlling.

1 3. This General Administrative Order shall become effective on October 2, 2012 and  
2 shall remain in effect until October 2, 2013.

3 4. Commencing on the effective date set forth in Paragraph 3 above, this General  
4 Administrative Order shall supersede the entirety or those relative portions of all prior  
5 Administrative Orders or practices of the Court which are inconsistent herewith, and  
6 such orders or portions of orders are hereby vacated.

7 SO ORDERED this 1<sup>st</sup> day of October, 2012

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Hon. Joe Butner, Chief Judge  
Yavapai-Apache Nation Tribal Court

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# APPENDIX A

**YAVAPAI-APACHE NATION**  
**TRIBAL COURT**  
**Rules of Civil Procedures**

By order of the Judiciary of the Yavapai-Apache Nation, these Rules of Civil Procedure are hereby established to govern all civil actions brought before the Courts of the Yavapai-Apache Nation.

## **Yavapai-Apache Tribal Court**

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## RULE 1 SCOPE AND CONSTRUCTION

### Section 1. Scope

Except when different rules are prescribe by the Yavapai-Apache Code or order of the Court, these Rules shall govern the procedure and practice in trial and appellate courts of the Yavapai-Apache Nation in all actions, suits, and proceedings of a civil nature, in all special proceedings established by law, and in criminal matters to the extent no different rule is specified.

### Section 2. Construction

(a) These Rules shall be liberally construed to secure a just, speedy and inexpensive determination of every action and proceeding. At every stage of the proceeding, the Court may disregard any technical error or defect or failure to comply with these Rules which does not affect the substantive rights of the parties, particularly those parties not represented by professional attorneys.

(b) In some instances, these Rules may be similar to the Federal Rules of Civil Procedure. However, these Rules have many differences that reflect the unique policies and practical considerations of the YAN Tribal Court. Therefore, users of these Rules are advised to read these Rules carefully. Furthermore, federal or state case law interpreting federal or state rules are not binding on Tribal Court and should not be assumed to apply.

(c) Any practice or procedure not addressed in these Rules shall be conducted in conformance with the applicable Federal Rule of Civil Procedure unless to do so would produce an unfair or unjust result. The citation of the Federal Rules of Civil Procedure herein shall not be deemed an action deferring to federal jurisdiction of any matter where such jurisdiction does not exist.

(d) These Rules shall be known as the Yavapai-Apache Nation Rules of Civil Procedure and should be cited in all submissions to the Court as YANRCP.

## RULE 2 ONE FORM OF ACTION

Except for criminal cases, there shall be one form of action known as a “civil action.”

### RULE 3 CITATION

These rules shall be known as the Yavapai-Apache Nation Rules of Civil Procedure and may be abbreviated as YANRCP.

### RULE 4 EX PARTE COMMUNICATIONS

Ex parte communications with judges are communications by one party without the presence of the opposing party concerning a matter that is pending in the Court or expected to be brought before the Court. Ex parte communications with judges of the Yavapai-Apache Nation Court are strongly discouraged. All inquires shall be to the Clerk of Court or Court Administrator, who shall confer with the assigned judge.

### RULE 5 COMMENCEMENT OF ACTION; SERVICE OF PROCESS

#### Section 1. Commencement of Action.

(a) A civil action is commenced by filing a verified complaint with the Court. Upon the filing of a complaint, a party or clerk shall prepare a summons to be served on the defendant.

(b) A summons shall be signed by a Judge or the Clerk and be under the seal of the Court. It must be directed to the defendant, and include:

- (1) the name and address of the court,
- (2) the names of the parties,
- (3) the name and address of the plaintiff's attorney or the address of a plaintiff appearing without an attorney,
- (4) the defendant's address, if known,
- (5) the name of the issuing Court Clerk or Judge,
- (6) the date on which the summons was issued,
- (8) the time within which the defendant is required to answer or take other action, and
- (9) a notice that if the defendant fails to answer or take other action within the time allowed, judgment may be entered against the defendant for the relief demanded in the complaint.

(c) Expiration. A summons expires 91 days after the date the complaint is filed.

(d) Dismissal as to Defendant Not Served.

(1) On the expiration of the summons as provided in sub rule (c), the action is deemed dismissed without prejudice as to a defendant who has not been served with process as provided in these rules, unless the defendant has submitted to the court's jurisdiction.

(2) After the time stated in sub rule (d)(1), the clerk shall examine the court records and enter an order dismissing the action as to a defendant who has not been served with process or submitted to the court's jurisdiction.

(3) The clerk shall give notice of the entry of a dismissal order and record the date of the notice in the case file.

## Section 2. Service of Process—Generally.

(a) Service of process is the manner in which parties are informed of the complaint or petition and of the opportunity to answer. A summons is the official notice to the party informing him or her that he or she is identified as a party to an action or is being sued. Service of process shall consist of delivering to the party served a copy of the complaint or petition along with a summons. The complaint or petition and summons shall advise the defendant or respondent that he or she is required to answer the complaint or petition within twenty (20) days or a default judgment will be entered against him or her.

(b) The proof of service shall be attested to by an affidavit of the person making service with the name of the person serving and the date, time and place of service and shall be filed with the clerk of the court within ten (10) days after service is completed.

## Section 3. Methods of Service

(a) Personal Service.

Service may be made on a party by delivering the required papers to the party or his or her agent or employee, or upon some legally competent person sixteen (16) years old or older living at the party's home or on an officer, managing agent or employee, or partner of a non-individual party.

(b) Service by Publication.

Service by publication may be made upon order of the Court for good cause shown by publishing the contents of the summons in a local newspaper of general circulation at least once per week for three (3) consecutive weeks and by mailing a copy of the complaint and summons to the party's last known address by first class and certified mail.

(c) Service by Law Enforcement Officer.

Service may be made by any law enforcement officer, officer of the Court, Court Clerk or other person, not a party, who is at least eighteen (18) years of age or older.

(d) Service by Mail.

Service may be made by sending a summons and a copy of the complaint by registered or certified mail, return receipt requested, and delivery restricted to the addressee. Service is made when the defendant acknowledges receipt of the mail. A copy of the return receipt signed by the defendant must be attached to the proof of service.

(e) Waiving Service.

An individual, corporation, other entity or counsel for any individual or entity may waive service by filing a pleading captioned, "Waiver of Service of Summons" which acknowledges receipt of the complaint and a duty to file a responsive pleading.

(f) Service Jurisdiction.

Service upon a person otherwise subject to the jurisdiction of the Yavapai-Apache Nation Tribal Court may be made anywhere in the United States.

(f) Refusal of Service.

If a person refuses to accept service, service shall be deemed performed if the person is informed of the purpose of the service and offered copies of the papers served.

## Rule 6 SERVICE OF PLEADINGS AND OTHER PAPERS

Service of all papers contemplated under these Rules may be made in any manner allowed by these rules. Documents may be filed by facsimile or e-mail if originals are provided to the Court

within three business days. The date of filing will be when the Clerk of Court file stamps the facsimile or e-mail version of the document. Parties and practitioners are responsible to follow up with the Clerk to confirm receipt of documents transmitted in this manner. If the original is not received within three business days, the filing will be struck.

Service of all papers contemplated by these Rules may be made on the party's counsel or advocate if the party has retained any counsel or advocate. All filings sent by one party to another except discovery documents shall also be sent to the Court. All filings sent to the Court shall also be sent to each party.

## RULE 7 TIME

### Section 1. Computation.

Unless otherwise provided in these Rules, in computing any period of time set forth herein, the day that the period is to commence shall not be counted and the last day of the period shall be counted; provided, however, that any time period under seven (7) days will not include intermediate Saturdays, Sundays, legal holidays or Tribal Official Holidays in the period and any period which would otherwise end on a Saturday, Sunday, legal holiday or Tribal Official Holiday will be deemed to end on the next day which is not a Saturday, Sunday, legal holiday or Tribal Official Holiday.

### Section 2. Enlargement.

The Court for good cause shown may enlarge the prescribed period of time within which any required act may be done.

### Section 3. Service by Mail.

Whenever service is accomplished by mail, three (3) business days shall be added to the prescribed period of time except that pursuant to the Tribal Code, a Defendant shall have thirty

(30) days in which to answer the complaint from the time service is completed by mail. Service is completed by mail when the defendant signs the acknowledgment of receipt.

## RULE 8 PLEADINGS, MOTIONS AND ORDERS

### Section 1. Allowable Pleadings.

Pleadings shall consist of a complaint or petition, an answer, a counterclaim and a cross-claim. In the event a counterclaim or cross-claim is asserted, the responding party shall have twenty (20) days to file their answer thereto.

### Section 2. General Rules of Pleadings.

(a) There shall be a complaint and an answer or a petition and a response. The complaint or petition shall consist of a short and clear written statement sufficient to advise the defendant or respondent and the Court of the basis for the Court's jurisdiction, the nature of the plaintiff's claim, the plaintiff's entitlement to the relief and the nature of the relief sought.

(b) The defendant or respondent shall submit an answer to the complaint or petition within twenty (20) days of filing unless this time is extended by a judge upon written request showing good cause.

(1) The answer shall consist of a short and clear written statement sufficient to advise the plaintiff and the Court of the nature of the defense.

(2) The answer may deny the truth of statements in the complaint or petition, it may admit the truth of statements in the complaint or petition, or it may deny the knowledge of the truth or falsity of statements in the complaint or petition. The answer may also present matters not raised in the complaint or petition which defendant or respondent believes are relevant to the case.

(3) All affirmative defenses, counterclaims and cross-claims must be asserted in the answer or they will be deemed to have been waived. (please include Sovereign Immunity)

### Section 3. Form of Pleadings.

- (a) All pleadings filed with the Court shall bear a heading designating the Yavapai-Apache Nation Tribal Court and a caption designating the parties to the suit and the assigned court file number, if any.
- (b) All pleadings shall be submitted to the Court on 8.5" x 11" white paper and shall be double-spaced with one-inch margins on the left and right sides. A minimum three- inch margin at the top and one-inch margin on the bottom is required on the first page of the pleading.
- (c) All pleadings, excepting discovery and motions, shall separately number each allegation or averment and shall separately number each paragraph. All affirmative defenses, counterclaims or cross-claims shall be separately set forth and shall be clearly designated as such.
- (d) Pleadings may incorporate exhibits, provided those exhibits are attached to the pleading. Pleadings also may incorporate by reference previous allegations contained therein.

### Section 4. Amendment of Pleadings.

- (a) Parties may amend their pleadings without Court permission once prior to an answer or other responsive pleading being filed. All other amendments shall require leave of the Court upon a finding of good cause.
- (b) An opposing party may respond to a proposed amendment, and may request an adjournment of a scheduled trial date where the party alleges that the amendment may prejudice readiness for such trial. Where substantial justice so requires, the Court on its own motion may postpone a scheduled trial date after an amendment is made.

### Section 5. Orders.

- (a) An order is rendered when it is spoken verbally from the bench or signed by the Judge.
- (b) An order is entered when it is filed in the office of the Clerk of Court.

## RULE 9 PARTIES

### Section 1. Real Party in Interest.



Every action shall be prosecuted in the name of the real party in interest, except a personal representative or other person in a fiduciary position can sue in his or her own name without joining the party for whose benefit the action is maintained.

#### Section 2. Suing by Fictitious Name or as Unknown; Partners' Names Unknown.

(a) When the name or a part of the name of any defendant or respondent, or when any proper party defendant or respondent to an action to establish or enforce, redeem from or discharge a lien or claim to property is unknown to the plaintiff, such defendant or respondent may be designated a defendant or respondent by so much of the name as is known, or by a fictitious name, or as an unknown heir, representative, owner or person as the case may require, adding such description as may reasonably indicate the person intended. No person whose title to or interest in land appears of record or who is in actual occupancy of land shall be proceeded against as an unknown owner.

(b) When the name of such defendant or respondent is ascertained, the process, pleadings, and all proceedings may be amended by an order directing the insertion of the true names instead of the designation previously employed.

(c) In an action against a partnership, if the names of the partners are unknown to the plaintiff, all proceedings may be in the partnership name until the names of the partners are ascertained, whereupon the service of process, pleadings and all proceedings shall be amended by order directing the insertion of such names.

#### Section 3. Guardian Ad Litem.

When an infant, insane, or incompetent person is a party and has not had a guardian appointed, the Court may appoint a guardian ad litem to represent such person in the suit or action.

#### Section 4. Joinder of Parties.

(a) To the extent possible, all persons or parties interested in a particular action shall be joined in the action.

(b) The failure to join a party over whom the Court has no jurisdiction will not require dismissal of the action unless it would be impossible to reach a just result without such party.

(c) Where joinder of an interested person is not possible, the Court shall attempt to fashion a resolution so as to do the greatest justice possible under the circumstances.

#### Section 5. Substitution of Parties.

If a party dies or becomes incompetent or transfers his or her interest or separates from some official capacity, a substitute party may be joined or substituted as justice requires.

#### RULE 10 INTERVENTION

(a) Upon motion the Court may permit anyone to intervene in an action when the movant claims an interest relating to the property or transaction which is the subject of the action and the movant is so situated that the disposition of the action may as a practical matter impair or impede the movant's ability to protect that interest, unless the movant's interest is adequately represented by existing parties.

(b) Upon motion the Court may permit anyone to intervene in an action when a movant's claim or defense and the main action have a question of law or fact in common. When a party to an action relies for claim or defense upon any code, statute, ordinance or executive order or rule administered by a federal or tribal government officer or agency or upon any regulation, order, rule, requirement or agreement issued or made pursuant to the statute or executive order, the officer or agency upon timely motion may be permitted to intervene in the action.

(c) A person desiring to intervene shall serve and file a motion to intervene upon the parties as provided in (a) and (b) above. The motion shall state the grounds for intervention and shall be accompanied by a pleading setting forth the claim or defense for which intervention is sought. The same procedure shall be followed when a statute gives a right to intervene.

(d) Motions to intervene may be made at any time before the scheduled trial date. In exercising its discretion regarding motions to intervene, the Court shall consider whether the intervention will unduly delay or prejudice the adjudication of the rights of the original parties. If a motion to intervene is granted, the Court may upon motion of a party or its own motion, delay the trial as fairness and justice may require.

## RULE 11 INJUNCTIONS

(a) No preliminary injunction shall be issued without notice to the adverse party.

(b) No temporary personal protection order shall be granted without notice to the adverse party unless it clearly appears from specific facts shown by affidavit or by the verified complaint that immediate and irreparable injury, loss, or damage will result to the applicant before notice can be served and a hearing thereon. Every temporary personal protection granted without notice shall:

(1) be endorsed with the date and hour of issuance;

(2) be filed forthwith in the clerk's office and entered of record;

(3) define the injury and state why it is irreparable and why the order was granted without notice;

(4) expire by its terms within such time after entry, not to exceed two years, as the Court fixes, unless within the time fixed the order, for good cause shown, it is extended for a period or unless the party against whom the order is directed consents that it may be extended for a longer period. The reasons for the extension shall be entered of record. In case a temporary personal protection order is granted without notice, the motion for a protective order shall be heard *ex parte* at the earliest possible time and takes precedence of all matters except older matters of the same character; and if the motion comes on for hearing the party who obtained the protective order shall proceed with the application for protective order and, if she/he does not do so, the Court shall dissolve the temporary order. On five (5) days' notice to the party who obtained the temporary protective order without notice, or on such shorter notice as the Court may prescribe, the adverse party may appear and move for the dissolution or modification of the order and in that event the Court shall proceed to hear and determine such motion as expeditiously as the ends of justice require.

(c) Except as otherwise provided by law, no preliminary injunction other than on order of protection shall issue except upon the giving of security by the applicant, in such sum as the Court deems proper, for the payment of such costs and damages as may be incurred or suffered by any party who is found to have been wrongfully enjoined or restrained. No such security shall be required of the United States, the Yavapai-Apache Nation, or of an officer or agency of either.

Nothing in this section shall be construed to give the Yavapai-Apache Nation Tribal Court jurisdiction over the United States or its employees operating within the scope of their employment.

(d) A surety upon a bond or undertaking under this Rule submits himself or herself to the jurisdiction of the Court and irrevocably appoints the Clerk or the Court as his or her agent upon whom any paper affecting his or her liability on the bond or undertaking may be served. His or her liability may be enforced on motion without the necessity of an independent action. The motion and such notice of the motion as the Court prescribes may be served on the Clerk of the Court who shall forthwith mail copies to the persons giving the security if their addresses are known.

(e) Every order granting an injunction and every personal protection order shall be specific in terms; shall describe in reasonable detail, and not reference to the complaint or other document, the act or acts sought to be restrained; and is binding only upon the parties to the action, their officers, agents, servants, employees, and attorneys, and upon those persons in active concert or participation with them who receive actual notice of the order by personal service or otherwise.

(f) An injunction may be granted:

(1) when it appears by the pleadings on file that a party is entitled to the relief demanded, and such relief, or any part thereof, consists of restraining the commission or continuance of some act complained of, either for a limited period or perpetually;

(2) when it appears from the pleadings or by affidavit that the commission or continuance of some act during the litigation would produce irreparable injury to the party seeking injunctive relief;

(3) when it appears during the litigation that either party is doing or threatens, or is about to do, or is procuring or suffering to be done, some act in violation of the rights of another party respecting the subject matter of the action, and tending to render the judgment ineffectual;

(4) in all other cases where an injunction would be proper in equity.

## RULE 12 EXTRAORDINARY WRITS

(a) Where no other plain, speedy and adequate remedy exists, relief may be obtained by obtaining an extraordinary writ which may be granted for any one of the following grounds:

(1) where any person usurps, intrudes into, or unlawfully holds or exercises a public office or does or permits to be done any act which by law works a forfeiture of his or her office; or

(2) where an inferior tribunal, board, or officer exercising judicial or ministerial functions has exceeded its jurisdiction or abused its discretion; or

(3) where the relief sought is to compel any inferior tribunal, board or person to perform an act which the law specially enjoins as a duty resulting from an office, trust or station; or to compel the admission of a party to the use and enjoyment of a right or office to which he or she is entitled and from which he or she is unlawfully excluded by such inferior tribunal, board or person; or

(4) Where the relief sought is to arrest the proceedings of any tribunal, board or person, whether exercising functions judicial or ministerial, when such proceedings are without or in excess of the jurisdiction of such tribunal, board or person.

## RULE 13 MOTIONS

### Section 1. Form.

(a) All motions shall be made in writing, unless made orally during a court proceeding and on the record. All written motions shall conform to the form requirements for pleadings under this Rule.

(b) All motions shall specify the rule and/or substantive law upon which they are based, and shall state clearly and succinctly the relief sought and the factual and legal basis for the motion.

### Section 2. Notice and Filing.

(a) All motions, unless stipulated, shall be accompanied by a notice of hearing which shall state where the motion will be heard and the date and time which has been set for the hearing. The notice and motion shall be served on the opposing parties consistent with the deadlines set forth

in Sections 4(b)(3) and 4(c)(3) below. Notices and motions served outside of these timelines may be rejected by the Court.

(b) All notices and motions must be filed with the Clerk of Court within the deadlines set forth in Sections 4(b)(3) and 4(c)(3) below, and shall include a mailing certificate after the signature line indicating who was copied with the motion, how it was transmitted (mail, email, facsimile, etc.), the date it was transmitted and the initials of the person completing the transmission. Notices and motions filed outside of these timelines or without a mailing certificate may be rejected by the Court.

### Section 3. Obtaining a Hearing Date.

(a) Prior to serving or filing a motion and notice of hearing the moving party must obtain a hearing date from the Clerk of Court unless all parties are stipulating the motion as may be the case in a motion to continue, for example. The date and location set by the clerk for hearing must be prominently noted on the moving party's notice of hearing.

(b) When the moving party obtains a hearing date, he or she shall indicate whether the hearing is to be in person or by telephone conference. The movant's notice of hearing shall predominantly indicate whether the motion hearing is to be in person or by telephone conference. Any party appearing telephonically shall contact the clerk one hour prior to the hearing to clarify details and call in from a landline, rather than cellular phone.

(c) In the event no hearing is scheduled, the motion shall be considered by the Court at the next scheduled court hearing.

### Section 4. Dispositive and Non-Dispositive Motions.

(a) There are two types of motions under these Rules: dispositive and non-dispositive.

(b) Dispositive Motions.

(1) Definition: Dispositive motions are those in which a party requests that the Court dispose of some or all of the claims asserted in a complaint, petition, counterclaim or cross-claim.

(2) Filing of Documents.

(i) Moving Party's Submission: A party making a dispositive motion must file all of the following documents with the Court and serve them on all opposing parties:

(aa) Motion;

(bb) A memorandum;

(cc) All exhibits and affidavits; and

(dd) A proposed order.

(ii) Opposing Party's Response: A party opposing a dispositive motion must file all of the following documents with the Court and serve them on all opposing parties:

(aa) A memorandum;

(bb) All exhibits and affidavits; and

(cc) A proposed order.

(iii) Moving Party's Reply: A party making a dispositive motion may file a memorandum in reply only to the issues raised in the opposing party's response.

### (3) Service and Filing Deadlines.

(i) A party making a dispositive motion must serve and file the motion and attachments no later than sixty (60) days before the scheduled hearing date.

(ii) A party opposing a dispositive motion must serve and file their Response and attachments no later than forty (40) days before the scheduled hearing date. In essence, the Response is due twenty (20) days after the dispositive motion is served.

(iii) If the moving party submits a memorandum in reply it shall be served and filed no later than thirty (30) days before the scheduled hearing date. In essence, the Reply is due ten (10) days after the response is served.

(4) Relaxation of Time Limits. Where justice requires, the Court may, on motion of a party or its own motion, modify the time limits set forth in (3) above.

### (5) Memoranda Page Limits.

- (i) The moving party may file an opening memorandum of up to ten (10) pages.
  - (ii) The opposing party may file a responsive memorandum of up to ten (10) pages.
  - (iii) The moving party may file a reply memorandum of up to five (5) pages.
  - (iv) Upon motion of a party and only in exceptional cases, the Court may allow the parties to exceed the page limits set forth above.
- (6) Oral Argument Required. All dispositive motions shall be granted an oral argument.
- (c) Non-Dispositive Motions.
- (1) Definition: Non-dispositive motions are all motions in which a party does not request the Court to dispose of a claim asserted in a complaint, petition, counterclaim or cross-claim.
- (2) Filing of Documents.
- (i) Moving Party's Submission: A party making a non-dispositive motion must file all of the following documents when appropriate and serve them on all opposing parties:
- (aa) Motion;
  - (bb) A memorandum; and
  - (cc) All exhibits and affidavits.
- (ii) Opposing Party's Response: A party opposing a non-dispositive motion must file all of the following documents when appropriate and serve them on all opposing parties:
- (aa) A memorandum; and
  - (bb) All exhibits and affidavits.
- (3) Service and Filing Deadlines.
- (i) A party making a non-dispositive motion must serve and file all documents required no later than fourteen (14) days before the scheduled hearing date.
- (ii) A party opposing a non-dispositive motion must serve and file all documents required no later than seven (7) days before the scheduled hearing date.



(iii) Relaxation of Time Limits. Where justice requires, the Court may, on motion of a party or its own motion, modify the time limits set forth above.

(4) Memoranda Page Limits.

(i) The moving party may file an opening memorandum of up to five (5) pages.

(ii) The opposing party may file a responsive memorandum of up to five (5) pages.

(5) A Hearing/Oral Arguments Not Required. By motion of the parties or the Court's own motion a non-dispositive motion may be decided without a hearing or oral argument.

## RULE 14 DISCOVERY

(a) A party shall make initial disclosures within twenty (20) days after an Answer is filed in the case. The duty to disclose shall be on-going.

Except as stipulated by the parties or ordered by the court, a party must, without awaiting a discovery request, provide to the other parties the items enumerated below:

- i. the name and, if known, the address, email and telephone number of each individual likely to have discoverable information—along with the subjects of that information—that the disclosing party may use to support its claims or defenses, unless the use would be solely for impeachment;
- ii. a copy—or description by category and location-- of all documents, electronically stored information, and tangible things that the disclosing party has in its possession, custody or control and may use to support its claims or defenses, unless the use would be solely for impeachment;
- iii. a computation of each category of damages claimed and all unprivileged materials which support the computation;
- iv. a copy of any insurance agreement under which an insurance business may be liable to satisfy all or part of a possible judgment in the action or to indemnify or reimburse for payments made to satisfy the judgment.
- v. the identity of any witness who may be called to provide opinion testimony and report containing a statement of the opinions and the basis and reasons for them. The report shall also

include the witnesses qualifications, a list of cases where the expert has provided opinion testimony, and a statement of the compensation to be paid for the case.

(b) A party may submit up to thirty (30), including subparts, written interrogatories to any other party who shall answer them in writing, under oath, within twenty-one (21) days of receipt of such.

(c) A party may take the oral deposition of an adverse party or non-party witness under oath upon not less than twenty-one (21) days' notice, specifying the time and place where such will occur.

(d) A party may request another party to produce any documents or things in her/his custody or possession for inspection or copying or request permission to enter and inspect property reasonably related to the case, and the opposing party shall within twenty-one (21) days reply as to whether such will be allowed and if not, why not.

(e) Parties may obtain discovery regarding any matter, not privileged, which is relevant to the pending action, whether or not such would be admissible at trial, if such appears reasonably calculated to lead to the discovery of admissible evidence. The work product of a party's counselor or attorney is not discoverable.

(f) A party against whom discovery is sought may move the Court for protective order to prevent undue annoyance, harassment, embarrassment, oppression, or undue burden or expense, and the Court may order that the discovery cease or proceed only upon specified conditions.

(g) If a party fails to respond or appear for discovery as provided in this Rule, the opposing party may move for an order to compel the defaulting party to perform and the Court may award costs to the non-defaulting party. If a party fails to perform after being ordered to do so by the Court, the Court may, upon motion, order that a certain fact, claim or defense be deemed established or strike part of a claim or defense, or dismiss or render a judgment by default against the noncomplying party in an aggravated case.

(h) Answers to interrogatories and depositions may be used in a motion, hearing or at trial to impeach or contradict the testimony of the person discovered, or by an adverse party for any purpose.

(i) Discovery documents should not be filed with the Court.

## **RULE 15 CASE ASSIGNMENT AND TRIAL MANAGEMENT**

### **Section 1. Civil Cases Decided by Judge.**

All civil cases shall be decided by a trial judge. There shall be no right to trial by jury in civil cases, except that as given by code or statute. Where allowed, the request for a jury trial must be timely. A jury trial request by a plaintiff must be filed within ten (10) days of the complaint. A jury trial request by a defendant must be filed no later than ten (10) days after their answer is filed.

### **Section 2. Assignment of Judge and Trial Date.**

The Chief Judge shall determine which judge shall hear a case to be tried.

### **Section 3. Adjournment.**

Upon written request of a party, the trial court judge may, in his or her discretion, adjourn a trial or proceeding upon good cause shown.

### **Section 4. Pretrial Meetings.**

(a) Within fourteen (14) days of case assignment or the filing of a responsive pleading, the trial judge shall schedule pretrial meeting between the parties and their counsel or advocate, if any.

(b) During such meetings the parties and the trial judge may consider any matters which will aid in the simplification, clarification, or disposition of the case. The parties and the trial judge may develop procedures to be followed at the trial, and the trial judge may encourage the parties to explore the possibility of settling their dispute. The trial judge may participate in settlement discussions to the extent that his or her impartiality at any eventual trial will not be affected.

## **RULE 16 DISMISSAL OF ACTIONS**

(a) Prior to the responsive pleading of a party against whom a claim has been made or motion to dismiss or for summary judgment of such claim, the party making the claim may file a notice of dismissal and his or her claim shall be deemed dismissed without prejudice.

(b) In all other circumstances a party may move the Court to dismiss his or her own claim and the Court shall do so either with or without prejudice as is just and proper given the stage of the proceedings. However, if a cross claim or counterclaim has been filed against the moving party, the judge shall dismiss the claim only with the consent of the adverse party or only if it appears that the other party can prosecute his or her claim independently without undue additional hardship.

(c) Upon application, the Court may order a party who dismisses his or her own claim to pay some or all of the costs of the adverse party if the proceeding has progressed beyond the pleading stage, and may order payment of costs in other circumstances where such is deemed appropriate.

#### **RULE 17 SUMMARY DISPOSITION**

Any time twenty-one (21) days after commencement of an action, any party may move the Court for summary disposition as to any or all of the issues presented in the case and such shall be granted by the Court if it appears that there is no genuine issue as to any material fact and that the moving party is entitled to judgment as a matter of law. Scheduling and briefing of such motions shall be governed by Rule 13.

#### **RULE 18 TRIAL PROCEDURES**

##### **Section 1. Generally.**

(a) The trial judge may develop procedures through pretrial meetings or otherwise to secure a fair and efficient trial in each case. No such procedures shall deprive any party of the opportunity to present his or her case fairly nor shall any such procedures deprive any party of the right of cross-examination, nor shall any such procedure allow any party or witness to testify except under oath.

(b) Trials generally shall be conducted in accord with the procedures authorized by these Rules. The procedure, however, may be varied by the trial judge in appropriate cases as the interests of justice may require.

## Section 2. Consolidation.

The Court may, upon request of any party or on its own motion, order some or all of the issues of separate actions tried together when there is a common issue of fact or law relating to the actions or if such will tend to avoid unnecessary cost or delay.

## Section 3. Separate Trials.

The Court may, to avoid prejudice or in furtherance of convenience, order a separate trial of a claim or issue.

## Section 4. Subpoenas.

(a) Issuance. Subpoenas for attendance or witnesses or production of documents or things may be issued and served as provided for elsewhere in these Rules.

(b) Failure to Appear. A person who has been properly served with a subpoena and fails to appear or produce may be deemed in contempt of court and the Court may take action to secure the person's attendance or compliance.

(c) Subpoena Unnecessary. A person present in court, or before a judicial officer, may be required to testify in the same manner as if he or she were in attendance upon a subpoena.

(d) Costs of Persons Subpoenaed. The cost of serving subpoenas may be the responsibility of the party requesting the subpoena.

## Section 5. Judge's Right to Question Witnesses.

During the trial, the trial judge shall have the right to ask questions of any witness in order to develop more fully the facts of the case.

## Section 6. Verbatim Recording of Court Proceedings.

All court proceedings shall be recorded verbatim by the clerk of court or court reporter.

## Section 7. Harmless Error Rule.

Unless justice requires otherwise, no error in admitting or excluding evidence—or any other error by the court or a party—is ground for granting a new trial, for setting aside a verdict, or for vacating, modifying, or otherwise disturbing a judgment or order. At every stage of the

proceedings, the court must disregard errors and defects that do not affect any party's substantial rights.

#### Section 8. Open Court Proceedings.

All trials and all hearings shall be held in open court unless the matter is deemed by statute, ordinance, or court order to be confidential.

#### Section 9. Stipulations.

Parties are encouraged to stipulate to law and facts whenever possible in the interest of judicial economy. Stipulations between the parties or their attorneys or advocates, in respect to the proceedings in an action or special proceeding shall be binding if made in court and entered in the minutes or recorded by the court reporter or made in writing and subscribed by the party to be bound thereby or the party's attorney or advocate and recorded by the clerk of court or court reporter.

#### Section 10. Use of Copies of Pleadings and Other Papers.

If any original paper or pleading is lost or withheld by any person, the Court may authorize a copy thereof to be filed and used instead of the original.

#### Section 11. Borrowing and Use of Court Files.

The clerk of court shall not permit any paper filed in his or her office to be taken therefrom unless upon written order of the judge presiding on the involved case.

### RULE 19 EVIDENCE

The current Federal Rules of Evidence are hereby prescribed to address all evidence issues.

## RULE 20 GUIDELINES FOR TRIAL PROCEDURE

### Section 1. Plaintiff's Case.

(a) The plaintiff shall be allowed to make an opening statement. If plaintiff is represented by counsel or advocate, this representative may make the opening statement. After plaintiff has presented his or her opening statement, defendant or respondent or defendant's or respondent's counsel or advocate may make an opening statement or may reserve the same until that party's case in chief is opened.

(b) Plaintiff may then call his or her witnesses to testify under oath. Witnesses may rely on exhibits or documents which shall be available for inspection or copying. Witnesses shall testify by answering questions posed by plaintiff or plaintiff's counsel or advocate. After a witness has testified, the witness shall be subject to cross-examination by defendant or respondent or defendant's or respondent's counsel or advocate.

(c) After plaintiff's witnesses have been examined and cross-examined, plaintiff shall rest his or her case.

### Section 2. Defendant's or Respondent's Case.

(a) Defendant or respondent, if he or she has reserved his or her opening statement, may make such statement after the plaintiff makes his or her case.

(b) Defendant or respondent may then call witnesses to testify under oath. Witnesses may rely on exhibits or documents which shall be available for inspection or copying. Witnesses shall testify by answering questions posed by defendant or respondent or by defendant's or respondent's counsel or advocate. After a witness has testified, the witness shall be subject to cross-examination by plaintiff or by plaintiff's counsel or advocate.

(c) After defendant's or respondent's witnesses have testified and have been cross-examined, defendant or respondent shall rest his or her case.

### Section 3. Closing Statements.

Closing statements may be made by plaintiff to be followed by any closing statements of the defendant or respondent.

### RULE 21 CONTINUANCE OF TRIAL

If upon conclusion of any trial proceeding it appears that further testimony or opportunity to examine documents is required, the trial judge may order and schedule a continuance of trial. A continuance may be requested by any party or it may be granted upon the Court's own motion. Procedures for any continuance of trial shall be the same as those used during the trial where practicable. The trial judge may limit the nature of the factual matters to which testimony is to be addressed during a continuance of trial.

### RULE 22 WRITTEN DECISION OF TRIAL JUDGE

At the conclusion of a trial, the trial judge shall take the case under advisement. Within forty-five (45) days the trial judge shall issue a written opinion, including findings of fact, conclusions of law, order and judgment. The trial judge may, where he or she deems it appropriate, supplement the findings, conclusions and order with a memorandum.

### RULE 23 JUDGMENT AND COSTS

#### Section 1. Definition.

A judgment is any final order of a trial judge made after a trial from which an appeal is available. No special form of judgment is required.

#### Section 2. Types of Relief Which May be Granted.

##### (a) Generally.

(1) Except in the case of a default judgment, every final judgment shall grant the relief to which the party in whose favor it is rendered is entitled, even if such relief is not demanded in the pleadings. It may be given for or against one or more of several claimants; and it may, if justice so requires, determine the ultimate rights of the parties on each side as between or among themselves.



(2) Judgment may consist of an order of the Court:

- (i) awarding money damages to be paid to the injured party;
  - (ii) directing the surrender of certain property to the injured party;
  - (iii) directing the performance of some act or the ceasing and desisting from performance of some act for the benefit of the injured party;
  - (iv) granting any other relief which the Court deems appropriate.
- (b) Judgment by default. A judgment by default shall not be different in kind from, or exceed in amount, that specifically prayed for in the complaint or petition.

### Section 3. Costs.

The Court may, in its discretion assess the costs of the case against the party or parties against whom judgment is given. However, such an assessment should not be made as a matter of course but should be made only in exceptional circumstances.

### Section 4. Attorney's or Advocate's Fees.

The Court may award attorney's or advocate's fees in a case where such has been specifically provided by contract or agreement of the parties under dispute, unless it has been clearly and convincingly shown that the case has been prosecuted in bad faith for purposes of harassment only, and that there was no reasonable expectation of success on the part of the affirmatively claiming party. Attorney's or advocate's fees may be awarded when provided by statute. Attorney's or advocate's fees may be awarded at other times in the Court's discretion.

### Section 5. Entry of Judgment.

(a) Signed and Filed and Recorded. Judgments shall be signed by the judge and filed with the clerk. A judgment is complete and shall be deemed entered for all purposes when it is signed and filed as provided herein. The clerk shall immediately make a notation of the judgment in the register of actions and the judgment docket.

(b) Death of a Party. If a party dies after a decision upon any issue of fact and before judgment, judgment may nevertheless be entered thereon.

### Section 6. Satisfaction of Judgment.

(a) Full or Partial Satisfaction; Filing. A judgment may be satisfied, in whole or in part as to any or all of the judgment debtors by the owner thereof or his or her attorney or advocate of record executing under oath and filing an acknowledgment of satisfaction specifying the amount paid and whether such is a full or partial satisfaction of judgment and noting the amount thereof in the register of actions and the judgment docket.

(b) Effect of Satisfaction; Limitation. A judgment satisfied in whole, with such fact being entered in the judgment docket, shall cease to operate as such. A partially satisfied judgment or unsatisfied judgment shall continue in effect for ten (10) years or until satisfied. An action to renew the judgment remaining unsatisfied may be obtained at any time prior to the expiration of ten (10) years and will extend the limitations an additional ten (10) years and may be thereafter further extended by the same procedure.

## RULE 24 DEFAULT JUDGMENT

### Section 1. Entry of Default.

When a party against whom a judgment for relief is sought has failed to plead or otherwise defend, his or her default may be entered by the clerk and judgment by default granted. Once the default is entered, no further notice to the defaulting party of any action taken or to be taken need be given.

### Section 2. Judgment by Default.

Judgment by default may be entered by the clerk if a party's claim against the opposing party is for a sum of money which is or can by computation be made certain and if the opposing party has been personally served within the exterior boundaries of the Yavapai-Apache Nation. Otherwise, judgment by default can be entered only by the Court upon receipt of whatever evidence the Court deems necessary to establish the claim. No judgment by default shall be entered against the Yavapai-Apache Nation.

### Section 3. Setting Aside Default.

The Court may, for good cause shown, set aside either an entry of default or default judgment.

## RULE 25 RELIEF FROM JUDGMENT OR ORDER

Clerical mistakes in judgment, orders or other parts of the record and errors herein arising from oversight or omission may be corrected by the Court at any time on its own initiative or on the motion of any party. After such notice as the Court may direct, mistakes may be corrected before an appeal is docketed in the Court of Appeals, and thereafter while the appeal is pending mistakes may be corrected with leave of the Court of Appeals.

## RULE 26 NEW TRIALS; AMENDMENTS OF JUDGMENT

(a) Any party may petition for a new trial on any or all of the issues presented by filing and serving a motion no later than fourteen (14) days after the entry of judgment, for any of the following causes:

- (1) error or irregularity which prevented any party from receiving a fair trial; or
- (2) misconduct of the judge; or
- (3) accident or surprise, or newly discovered evidence against which ordinary prudence could not have been found and produced at trial; or
- (4) damages so excessive or inadequate that they appear to have been given under influence of passion or prejudice; or
- (5) error in law.

(b) A new trial shall not be granted on the basis of error or irregularity which was harmless in that it did not affect substantial justice.

(c) Parties may include memoranda or affidavits in support of their motions to which reply memoranda and affidavits shall be allowed if desired.

(d) The Court may, on its own initiative, not later than fourteen (14) days after entry of judgment, order a new trial on any grounds which may be asserted by a party to the action, and shall specify the reasons for so ordering.

(e) A motion to alter or amend a judgment shall be filed and served not later than fourteen (14) days after entry of the judgment.

## RULE 27 EXECUTION OF JUDGMENT

### Section 1. Time.

If within sixty-three (63) days after entry of a judgment awarding money damages and/or costs against a party, or within sixty-three (63) days after final resolution of an appeal to the Court of Appeals from such a judgment, it is made to appear to the Court that the judgment debtor has not paid the judgment amount in full or commenced making installment payments in a manner agreed to by the parties, or is not current in such payments, the Court may upon motion of the judgment creditor, heard ex parte, order the Yavapai-Apache Nation Tribal Police to execute on the personal property of the judgment debtor as provided for herein.

### Section 2. Procedure.

The Court shall order the judgment debtor to appear before it and answer under oath inquiries regarding all of his or her personal property. The Court shall then determine what property of the judgment debtor is available for execution and order the Yavapai-Apache Tribal Police to seize as much of such property as reasonably appears necessary to pay the judgment amount. Failure of the judgment debtor to appear may be deemed a contempt of court and the Court may proceed without such appearance. Sale of the seized property shall be at public auction conducted by the Yavapai-Apache Tribal Police after giving at least fourteen (14) days public notice posted in at least three (3) conspicuous places within the exterior boundaries of the Yavapai-Apache Nation. Property shall be sold to the highest bidder who shall make payment for the property at the time of sale. The person conducting the auction may postpone such in his or her discretion if there is inadequate response to the auction or the bidding, and may reschedule such upon giving the required notice.

The person conducting the sale shall give a certificate of sale to the purchaser and shall make a return to the Court reciting the details of the sale.

### Section 3. Exemption from Execution.

The Court shall only order seizure and sale of such property of the judgment debtor to satisfy a money judgment, the loss of which will not impose an immediate substantial hardship on the immediate family of the judgment debtor. Only property of the judgment debtor may be subject to execution and not property of his or her family.

### Section 4. Redemption from Sale.

At any time within ninety-one (91) days after a sale under this Rule, the judgment debtor may redeem his or her property from the purchaser thereof by paying the amount such purchaser paid for the property plus eight percent (8%) interest, and plus any expenses actually incurred by the purchaser, such as taxes and insurance, to maintain the property.

## RULE 28 STAY OF PROCEEDING TO ENFORCE A JUDGMENT

### Section 1. Stay Upon Entry of Judgment.

Except for unusual circumstances, proceedings to enforce a judgment should ordinarily be stayed during the period in which any party is allowed to appeal to the Court of Appeals. During this period, the trial court may establish such conditions as are necessary to protect the interests of any party in receiving judgment.

### Section 2. Stay Upon Appeal.

A party may obtain a stay when he or she appeals from the decision of the trial court by posting a bond or giving adequate assurance to the trial judge that he or she will satisfy the judgment if it is affirmed. Upon fulfillment of these conditions, the judge shall grant the stay. When a party has obtained a stay, the judgment of the trial judge shall not be executed until final disposition of the case by the Court of Appeals.

### Section 3. Stay in Favor of the Tribe or Agency Thereof.

When an appeal is taken by the Yavapai-Apache Nation, or an officer or agency of the Tribe, and the operation or enforcement of the judgment is stayed, no bond, obligation or other security shall be required.

### RULE 29 PEACEMAKING

A party to a case before the Tribal Court may request to transfer the case to a Peacemaking Court if one becomes available. The requesting party must present evidence to the Court that (a) all parties involved in the dispute voluntarily consent to participate in Peacemaking and be bound by any agreement reached in Peacemaking Court, and (b) the Peacemaking program has affirmed that it can accept transfer of the case. Any party before the Tribal Court may request a transfer to Peacemaking Court at any time prior to entry of final judgment.

### RULE 30 SETTLEMENT

#### Section 1. Settlement Offers—Effect.

If there is an offer of settlement by the plaintiff under this Rule which is not accepted and the plaintiff recovers a judgment which is greater than or equal to the amount specified in the offer of settlement, the party is entitled to interest at the rate of ten percent (10%) per annum on the amount recovered from the date of the offer of settlement until the amount is paid in full.

#### Section 2. Settlements on Behalf of Minors; Judgments.

(a) A compromise or settlement of an action or proceeding to which a minor or mentally incompetent person is a party may be made by the guardian, the guardian's attorney or advocate if the guardian is represented by an attorney or advocate, or the guardian ad litem with the approval of the court in which such action or proceeding is pending.

(b) A cause of action in favor of or against a minor or mentally incompetent person may, without the commencement of an action thereon, be settled by the guardian with the approval of the court appointing the guardian, the guardian's attorney or advocate if the guardian is represented by an attorney or advocate, or by the guardian ad litem with the approval of any court of record. An order approving a settlement or compromise under this subsection and directing the consummation thereof shall have the same force and effect as a judgment of the Court.

## **RULE 31 DISABILITY OR DISQUALIFICATION OF A JUDGE**

### **Section 1. Disability.**

If by reason of death, sickness, or other disability, a judge before whom an action has been tried is unable to perform the duties of the Court under these Rules, any other judge may perform those duties, but if such other judge is satisfied that he or she cannot perform those duties because he or she did not preside at the trial or for any other reason, he or she may in his or her discretion grant a new trial.

### **Section 2. Disqualifications.**

A judge shall disqualify himself or herself from hearing any matter in which he or she has a direct interest or in which any party to the matter is a relative by blood to the fourth degree (first cousin), or where he or she feels that he or she will not be able to render a just decision.

Any party to a legal proceeding may request a substitution of judge to hear the proceeding by filing a written affidavit of prejudice giving sufficient reasonable grounds why the judge assigned should not hear the case. The affidavit shall be presented to the judge assigned to hear the case who shall rule on the sufficiency of the affidavit, and, if sufficient, either disqualify himself or herself or forward the affidavit to the Chief Judge for a decision as to whether a different judge should be assigned. All requests for disqualification of a judge shall be made within seven (7) days after the initial appearance or joinder date. No party shall be entitled in any case to file more than one affidavit; and no such affidavit shall be filed unless accompanied by a certificate of counsel or advocate of record that such affidavit and application are made in good faith.

## **RULE 32 APPEALABLE ORDERS**

An appeal may be taken to the Yavapai-Apache Court of Appeals in accordance with the Appellate Rules of the Court?

## **RULE 33 SEVERABILITY**

If any provision of these YARCP, or the application thereof, to any person, business, corporation or state government or any political subdivision or circumstance is held invalid, the invalidity

shall not affect other provisions or applications of these Rules which can be given effect without the invalid provisions, and to this end the provisions of these Rules are declared severable.

#### **RULE 34 AMENDMENT**

These Rules may be amended by a majority of the judges of the Yavapai-Apache Tribal Court and Court of Appeals as necessary to ensure fundamental fairness and substantial justice.

#### **RULE 35 SUBSTANTIVE REQUIREMENTS FOR GIVING FULL FAITH AND CREDIT TO ORDERS, JUDGMENTS, DECREES, AND OTHER JUDICIAL PROCEEDINGS**

Orders, judgments, decrees and other judicial proceedings from courts other than the tribal court may be given full faith and credit in the tribal court after the party seeking full faith and credit establishes by clear and convincing evidence that:

- (a) the other court had jurisdiction over both the subject matter and the parties;
- (b) the order, judgment, decree or other proceeding was not fraudulently obtained;
- (c) the order, judgment, decree or other proceeding was obtained by a process that assures the requisites of an impartial administration of justice including but not limited to due notice and a hearing;
- (d) the order, judgment, decree or other proceeding complies with the laws, ordinances and regulations of the jurisdiction from which it was obtained; and
- (e) the order, judgment, decree or other proceeding does not contravene the public policy of the Yavapai-Apache Nation or interfere with the Tribe's right to make its own laws and be governed by them.

#### **RULE 36 PROCEDURAL REQUIREMENTS FOR GIVING FULL FAITH AND CREDIT TO ORDERS, JUDGMENTS, DECREES, AND OTHER JUDICIAL PROCEEDINGS**



A party seeking to have full faith and credit given to an order, judgment, decree or other judicial proceeding from a court other than the tribal court shall file a petition with the tribal court requesting that full faith and credit be given to the order, judgment, decree or other judicial proceeding. Notice shall be given to the other party(ies) to the order, judgment, decree or other judicial proceeding in the foreign jurisdiction and they shall have an opportunity to respond to the petition in accordance with the YANRCP applicable to responsive pleadings. The tribal court may hear oral argument on the petition at its discretion. The tribal court shall enter an order finding that the requirements of this Rule have or have not been met within ten (10) days of:

(a) the date of the hearing; or

(b) filing of the response to the petition for full faith and credit if no hearing is ordered; or

(c) if no response is filed, within ten (10) days of the date a response could have been filed pursuant to these Rules.

#### **RULE 37 WELLNESS COURT**

Individuals may petition the Tribal Court to be admitted as a self-referred participant in the Tribal Wellness Court Program. The Petitioner must present evidence that he or she is committed to sobriety and will complete the wellness plan and its requirements. If admitted, the Petitioner voluntarily submits to the jurisdiction of the Court, including any sanctions the Court may order for non-compliance, including incarceration. The individual's participation must be documented in writing.

These Rules of Civil Procedure were adapted in part from the Rules of Civil Procedure for the Little Traverse Bay Bands of Odawa Indians Tribal Court.