

IN THE CHEMEHUEVI INDIAN TRIBAL COURT

ORDER ADMIN-2026-001

ADMINISTRATIVE ORDER OF THE COURT –

ALL PARTIES WITH ACTIVE CASES MUST KEEP CONTACT INFORMATION CURRENT WITH COURT

Whereas the Tribal Court of the Chemehuevi Indian Tribe requires orderly and consistent handling of court cases and interactions with the public by the court in a manner that ensures equal justice for all; and

Whereas the Tribal Court of the Chemehuevi Indian Tribe must be able to send case-related documents, notices and other information to parties involved in cases in order to process and complete cases in an efficient and orderly fashion while ensuring justice for all parties involved; and pursuant to Ordinance No. 96-02-24-A, the Tribal Court Ordinance, Section 1.030(4)(C); and

Whereas Rules of Pleading and Practice of the Chemehuevi Indian Tribe (2015), Chapter 1, Rules 10 and 11 address orderly scheduling and case management of cases before this court; and

Whereas a lack of current contact information for parties in current and active cases unnecessarily results in the Tribal Court of the Chemehuevi Indian Tribe being prevented from sending notices, orders, filed documents, and other related communications to parties, as well as resulting in an inability to notify parties of the status of a case; and

Whereas Notice by Publication or Posting as described in ADMIN-2026-002 does not address situations where the contact information for parties changes during an ongoing case after appearance by the party; and

Whereas the inability of the Tribal Court of the Chemehuevi Indian Tribe to reach parties in an ongoing case unnecessarily delays procedures in a case and justice for all of those involved in a case, and results in repeated continued hearings to attempt multiple contacts with parties, or simply unnecessary delay, the Court orders as follows:

ORDER

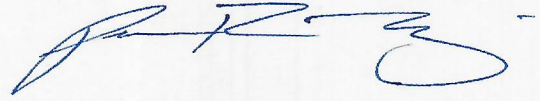
IT IS HEREBY ORDERED THAT, for the reasons stated herein,

- 1- All parties to civil cases shall keep their contact information current with the Court until the case is completed.
 - a. Failure to keep the contact information current may result in a dismissal of the case, or an adverse ruling against a party, order to show cause why the party should not be held in contempt for failing to adhere to this Order, with sanctions or other relief the Court deems appropriate and lawful.

- 2- Contact information includes all of the following, WHICH MUST BE CURRENT AND ACTIVE:
 - a. Physical address where the party may be located.
 - b. Mailing address where the USPS delivers mail to the person, or where the person may pick up mail
 - c. Phone number – which can be landline, message phone, or cellular or work phone. Phone numbers must be kept active while the case is pending, and message phones must be to a person who is willing and able to reach the party at all times.
 - d. Email address.
 - e. Facebook messenger account.
 - f. Any other means of contact the party uses.

- 3- Contact information may be provided to counsel or advocate for the party at the phone, mailing, or email address provided to the party by the counsel or advocate.
- 4- Parties must also review and comply with all Administrative Orders of the Court on the Chemehuevi Indian Tribe website [Tribal Court](#) on the links or drop-down menu on that page, as well as compliance with the Tribal Court Rules of Pleading and Practice, and the Chemehuevi Indian Tribe Law and Order Code.

Date 8th day of April 2026



Patricia Rae Lenzi, Chief Judge
Chemehuevi Indian Tribal Court

