

ORDER ADMIN-2026-003
ADMINISTRATIVE ORDER OF THE COURT –
SERVICE OF PROCESS CLARIFICATION

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, Practice and Procedure 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 the Rules of Pleading, Practice and Procedure of the Chemehuevi Indian Tribe (2015), Chapter 2, Rule 14(c) sets forth the process for service of process, referencing state law when needed; and

Whereas California and Arizona law permit electronic service under specific circumstances; and

Whereas ensuring notice of a pending court case is a right of those served by the Chemehuevi Indian Tribal Court under the Indian Civil Rights Act, 18 U.S.C. §§ 1301-1304, then the Court orders as follows:

ORDER

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

1. Service of process can be accomplished by personal service, posting of notice or publication, or electronic service.
2. Electronic service of process is permitted by this court if under the provisions permitted by this Administrative Order and by means permitted by the Chemehuevi Tribal Code.
 - a. Electronic service can be sent to an email address, by fax to a party with a means to receive faxes, or can be sent to a phone capable of receiving documents via text attachments. Sending a message to a social media address or page or chat is not acceptable electronic service of documents.
 - b. Service of process may be accomplished by electronic means via email if:
 - i. Normal mail service in Havasu Lake, CA is disrupted by weather, fire, disaster, or because the U.S. Post Office in Havasu Lake, CA, is not operating on a regular schedule; or
 - ii. A party agrees to allow the court to serve the party by electronic means;
 - iii. A party agrees to receive electronic service by informing the opposing party that service can be made by electronic means.
 - c. To use electronic service, parties must provide each other and the court with an email address, fax machine number, or phone number capable of receiving documents by electronic service.
 - d. Service is deemed completed when an email, fax, or text message with attachment, is sent and proof of service by electronic means is filed with the court.

Date 22nd day of April, 2026



Patricia Rae Lenzi, Chief Judge
Chemehuevi Indian Tribal Court

