



LUANN M. FUENTES
CLERK OF COURTS
SEMINOLE TRIBAL COURT

6300 Stirling Road Suite 320
Hollywood, Florida 33024
954-967-3424

NOTICE OF TEMPORARY SUSPENSION OF PAPER FILING REQUIREMENTS

Pursuant to the COVID-19 Emergency Closing by Tribal Council of the Seminole Tribal Council, dated March 16, 2020, and based on the declared public health emergency, the Seminole Tribe of Florida Tribal Court is closed to the public until further notice. There is an immediate need for the Tribal Court to temporarily suspend paper filing requirements. The Tribal Court Clerk, in her authority pursuant to Administrative Order 20-AO-001, hereby adopts the following procedure effective immediately and until further administrative order the Court, as follows:

1. The Clerk of Court's Office shall not accept any in person filings.
2. Individuals may file all pleadings or other papers by electronic means via email submission to tribalcourt@semtribe.com. If filing a new civil complaint, the email subject line must state "New Civil Complaint."
3. Upon receipt of a new civil complaint, the Clerk shall contact the filing party to schedule the virtual attestation of the documents via Cisco Webex, or other electronic means as approved by the Director of the Administrative Office of the Tribal Court. All complaints must contain a civil summons for signature and seal by the Clerk of Court. For new case filings, upon attestation, the Clerk shall file-stamp the documents, assign a case number, and sign and seal the summons form(s). A conformed copy of the civil complaint, original civil summons(es) and case assignment letter will be mailed to the filing party

via United States Postal Service. Litigants remain responsible for service on the opposing party.

4. For litigants with active cases, multiple documents for the same case may be submitted in one email, but do not combine separate submissions into one file. Each document type must be submitted separately and include the type of filing in the file name. Documents filed electronically must include a certificate of service pursuant to STRCP R. 5(d)(1). A certificate of service is required for each document submitted. The email subject line must include the case name and docket number for which the submission is intended. Each email submission must be limited to a document that is clearly identified as a filing pursuant to court rule or a court order. To satisfy the signature requirements of Rule 11, an email submission may include an electronic signature.
5. All filings must be submitted in PDF form.
6. All filings with more than one page must include page numbers. If scanning and attaching a document, pages must appear right-side up.
7. The filing party must maintain the originals of any documents that are electronically filed and must make the originals available for production, if so ordered, or for inspection upon request by a party.
8. Case by case exceptions to these directives may be ordered at the discretion of the assigned judge.
9. Forms can be located at <https://www.semtribe.com/STOF/government/tribal-court/forms>.

DATE: April 27, 2020



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