

District Court of Navajo Nation  
P.O. Box 1168  
Shiprock, New Mexico 87420  
(505) 368-1270  
FAX (505) 368-1288



Navajo Family Court  
P.O. Box 1168  
Shiprock, New Mexico 87420  
(505) 368-1287  
FAX (505) 368-1288

## MEMORANDUM

**TO:** THE GENERAL PUBLIC, NAVAJO NATION LICENSED ATTORNEYS & TRIBAL COURT ADVOCATES, PETITIONERS & DEFENDANTS, NAVAJO NATION BRANCHES, DIVISIONS, DEPARTMENTS, AND PROGRAMS

**FROM:** Ethel S. Laughing, Shiprock District Court Administrator, and Hon. Genevieve Woody, Shiprock District Court Judge

**DATE:** April 9, 2020

**SUBJECT:** NOTICE OF LIMITED SERVICES

Due to the current COVID-19 (Coronavirus) public health emergency, the Shiprock District Court building is temporarily closed to the public, however the Shiprock District and Family Courts continue to operate on a limited basis. The Shiprock Courts shall remain accessible to the public by telephone, e-mail, postal mail, and fax to the Aneth District Court on a temporary basis.

Phone: (505) 368-1278

E-mail: [nnsrcourt@navajo-nsn.gov](mailto:nnsrcourt@navajo-nsn.gov)

Postal Mail: P.O. Box 1168  
Shiprock, NM 87420

Fax: c/o Aneth District Court  
(435) 651-3546

Pursuant to Administrative Order 14-2020 issued by Navajo Nation Chief Justice JoAnn Jayne, parties are allowed to file documents electronically with the Shiprock Courts via email on a temporary basis. NOTE: In-person filing and other in-person services are NOT available until further notice.

The Shiprock Courts will handle essential services during the COVID-19 State of Emergency. Essential court functions include the following:

- Application for Domestic Abuse Protection Orders (and enforcement);
- All proceedings regarding detained juveniles, abused, or neglected minors (shelter care hearings);
- Involuntary Commitment Hearings (health commitments, guardianships, civil commitments);
- Extradition and Federal Detainers;
- Habeas Corpus actions;
- Order to show cause proceedings;
- Complaints for injunctive relief;
- Criminal proceedings concerning incarcerated defendants (arraignment, bail, revocations, etc.);
- Processing of payments for civil and criminal fees and fines.
- All other essential matters involving public health and safety during this state of emergency.

A downloadable Petition for Domestic Abuse Protection Order is available online at <http://www.navajocourts.org>. Completed forms can be filed with the Shiprock Family Court via e-mail to [nnsrcourt@navajo-nsn.gov](mailto:nnsrcourt@navajo-nsn.gov) or via fax to the Aneth District Court at (435) 651-3546. Parties who need assistance with filing can call the Court at (505) 368-1278 during regular business hours (8:00am to 5:00pm, Monday – Friday) for assistance and information.

An Emergency Temporary Protection Order can be obtained through Shiprock Law Enforcement during non-business hours by contacting Shiprock Dispatch at (505) 368-1350.

Hearings in essential cases may be conducted remotely via Skype for Business. Information and instructions for these hearings may be provided along with the Notice of Hearing to counsels of record and *pro se* parties. Parties who are represented by legal counsel are asked to contact their counsel for information on scheduled hearings. Hearings on all other non-essential cases shall be continued and rescheduled to a later date.

Civil and criminal traffic fees and criminal fines shall be paid by money order, payable to Shiprock Judicial District. Please include the following information with payment: court docket number, printed name & signature, and address (please write clearly). Please mail payment using the U.S. Postal Service. Filing fees for new civil applications/petitions can be paid via money order, cashier's check, or business check. Note: Shiprock Courts are NOT currently accepting online payments for civil traffic fines/fees.

Your understanding and patience is greatly appreciated.