

DILKON JUDICIAL DISTRICT

Navajo Nation Judicial Branch

COURT
(928) 657-8140

FAX
(928) 657-8146

PROBATION
(928) 657-8134

PEACEMAKING
(928) 657-8136

HC 63 Box 787, Winslow, AZ 86047 ~ Navajo Route 15 Milepost 55, Dilkon, Arizona

MEMORANDUM

To: ALL PUBLIC, ATTORNEYS, PROSECUTORS, PETITIONERS, DEFENDANTS, NAVAJO NATION BRANCHES, DIVISIONS, DEPARTMENTS, PROGRAMS, AND OFFICES

From: s/ Darlene LaFrance, Court Administrator
s/ Raven Attwood, Attorney
Dilkon Judicial District

Date: June 15, 2020

Subject: **UPDATED NOTICE OF LIMITED SERVICES**

Starting June 15, 2020 and after the Chief Justice's approval, The Dilkon District/Family Court ("Court") will resume operations with limited staff in the building. Due to the COVID-19 public health emergency, the building remains closed to the public. All necessary hearings will be held by telephone conference until further notice. In-person filing will not be available until further notice.

SERVICES AVAILABLE

- Domestic Abuse and Vulnerable Adult Protection Orders (Petitions and enforcement);
- Children's cases involving detained juveniles and abused or neglected children;
- Habeas Corpus and other complaints for injunctive relief;
- Criminal proceedings concerning incarcerated defendants (arraignment and bail);
- Processing of payments for civil and criminal fees and fines; and
- Other matters involving public health and safety during the State of Emergency.

HOW TO FILE DOCUMENTS

You may file documents with the Court by fax, mail or email. **In-person filing will NOT be available until further notice.** Email filing is permitted until further notice by Administrative Order of the Chief Justice of the Navajo Nation, Order 14-2020.

Documents filed with the Court by email will only be received during normal Court hours (Monday-Friday, 8:00 A.M. - 5:00 P.M. (D.S.T.)).

To file by Email, email document to: nndkcourt@navajo-nsn.gov, then call the Court at 928-551-2385 to verify your email address and confirm receipt of your document. **Emails may be lost in the Navajo Nation's spam filters if not verified.**

To file by Mail, mail document to: Dilkon District Court, HC 63 Box 787, Winslow, AZ 86047.

To file by Fax, fax document to: Dilkon District Court, 928-657-8146. Due to limited staffing, there may be a delay in receipt of faxed documents. Faxed documents will be stamped in based upon the date/time received, but may require one business day for processing. **Any matter requiring urgent response from the Court should be filed by email.**

IF YOU NEED A TEMPORARY PROTECTION ORDER

- There is a downloadable Petition for Temporary Protection Order available on the Navajo Nation Court website: <http://www.navajocourts.org/>.
- If you cannot find an in-person notary to verify your signature on a Petition for Temporary Protection Order, you have the following options:
 1. Remote Online Notary services are available in the State of Arizona. There may be a fee for this. A list of remote online notary providers can be found at: <https://azsos.gov/electronic-remote-notary-request>
 2. Your signature on a completed petition can be verified by any member of the Navajo Nation Bar Association. The NNBA member does not have to represent you to confirm your signature. A listing of NNBA members can be found at: <https://www.navajolaw.info/attorney-advocate-listing-attorneya>
 3. Provide a valid telephone number along with the petition, and the clerk of the court will call you to verify your information and signature. If you are able, please also provide a copy of your state I.D./driver's license so we can confirm your identity.
- If you do not have access to a printer or scanner, please call the Court at 928-551-2385 during normal Court hours (Monday-Friday, 8:00 A.M.- 5:00 P.M. (DST) for assistance. When necessary, petitions from can be accepted in the following ways:
 1. Email your request with the necessary information in the body of the email (without using a form), and then call to verify your oath.
 2. Write out your request on a paper form or on plain paper and take pictures of the pages with a smart phone, then attach them to an email to send to the Court.
 3. Call and provide the details of your petition to a clerk, who will record the information.
- If known, provide a mailing address for the respondent **that is not shared with you** so that the Court can serve the petition by certified mail if necessary.
- **If you need immediate protection in an emergency situation, contact the Dilkon Police Department at 928-657-8075.**

IF YOU HAVE A SCHEDULED COURT HEARING

- Call the Court at 928-551-2385 **before** your hearing to confirm that it is taking place, and for instructions on how to appear for your hearing by telephone.
- If you have legal counsel, please communicate with them before calling the Court.

HOW TO PAY A FINE OR FEE

- To pay any fine or fee, mail a money order payable to the "Navajo Nation-Dilkon Court" **and your citation/court document showing what you are paying for** to: Dilkon District Court, HC 63 Box 787, Winslow, AZ 86047. All fines or fees mailed will be processed as received on the postmarked date.
- To pay a **civil traffic fine** by Visa or Mastercard credit or debit card, go to <https://www.justiceweb.navajo-nsn.gov/>, or call the Court at 928-551-2385. There is a 5% surcharge for all card payments.

IF YOU HAVE QUESTIONS, please contact the Court at (928) 551-2385.