

**PONCA TRIBAL COURT  
INSTRUCTIONS FOR VIDEOCONFERENCE AND/OR TELEPHONIC APPEARANCES**

**You may appear by videoconference or by telephone for hearings in the Ponca Tribal Court** if the hearing for which you will be appearing will not require evidence (such as testimony from witnesses, documents, or other physical evidence) to be taken. **Parties at the following types of hearings may always appear by videoconference or telephonically, unless the Court orders otherwise:**

- Pretrial conferences
- Temporary hearings by affidavit (sworn, notarized written statements) only
- Status hearings
- Any other hearings where the Court has specifically allowed videoconference or telephonic appearances

**Videoconference is viewed as personal appearance. To appear by videoconference,** you must contact the Tribal Court Clerk by email at [tribalcourt@poncatribene.gov](mailto:tribalcourt@poncatribene.gov) and request a link to use on your computer or smart phone. You may request the link earlier than the scheduled hearing date, and request to test the link on your computer or smart phone. You may also contact the offices below to schedule a room to appear by videoconference.

<b>Ponca Tribe of NE Courtroom – 1800 Syracuse Avenue, Norfolk NE 68701</b>	<b>402-371-8834</b>
<b>Fred LeRoy Health &amp; Wellness – 2602 J. Street, Omaha, NE 68107</b>	<b>402-734-5275</b>
<b>Ponca Tribe of NE in Ralston – 5805 S. 86<sup>th</sup> Circle, Ralston, NE 68127</b>	<b>402-315-2760</b>
<b>Ponca Health &amp; Wellness – 1600 Windhoek Drive, Lincoln NE 68512</b>	<b>402-438-9222</b>
<b>Pona Tribe of NE Office – 125 6<sup>th</sup> Street, Sioux City IA 51103</b>	<b>712-258-0500</b>
<b>Ponca Tribe of NE Headquarters – 2523 Woodbine Street, Niobrara NE 68760</b>	<b>402-857-3391</b>

You are expected to follow the Rules of Conduct for the Ponca Tribal Court. As stated in the Rules of Conduct, “Anyone not giving the proper respect to the process of Justice may be removed from the Courtroom”.

Your hearing may not happen at the scheduled time, as the Court will frequently schedule a number of hearings for the same time and take them in order. The Order of the hearings will be determined by the Tribal Court Judge and the Tribal Court Administrator and be based upon: **1. Time of Arrival of the parties. 2. Representation by counsel. 3. Nature of the Hearing. 4. Anticipated length of the hearing. 5. Any other factors that need to be considered.**

**To appear by phone,** you must call the Court to check in between 8 am and 9 am on the date of your scheduled hearing, and provide to the Court a telephone number where you can be reached when your telephonic hearing is ready to begin. Regardless of where the Court is held **the number to check in is 402-371-8834.**

**Your hearing may not happen at the scheduled time, as the Court will frequently schedule a number of hearings for the same time and take them in order as listed above. Thus, you should be prepared for a delay prior to your hearing.**

**If you choose, you may check-in for your telephonic hearing by e-mail to [tribalcourt@poncatribene.gov](mailto:tribalcourt@poncatribene.gov).** This e-mail check-in must be made between 8 am and 9 am the day of your scheduled hearing, and provide a telephone number where you can be reached when your hearing is ready to begin.

**FAILURE TO APPEAR BY VIDEOCONFERENCE OR TO CALL AND CHECK IN, OR FAILURE TO ANSWER AT THE NUMBER PROVIDED AFTER THE CHECK-IN, WILL BE TREATED BY THE COURT AS A FAILURE TO APPEAR AFTER PROPER NOTICE.**