

**Title:** Subpoena Policy

**Policy:** The following policy applies to service of documents including but not limited to personal service of process (the actual hand to hand delivery of legal documents to a person, which must be done successfully in order to be deemed legal and binding) for items including, but not limited to, subpoenas, temporary restraining orders, marriage dissolutions, notices of hearings or summonses served on team members, guests of Northern Quest Resort & Casino, or the Kalispel Tribe of Indians on Reservation Lands, and includes any service upon the Kalispel Tribe of Indians, and any Tribal entity and/or enterprise *including but not limited to* Northern Quest Resort & Casino and Camas Path and includes employees of the Kalispel Tribe of Indians and its entities/enterprises being serviced in their employment capacity.

**Purpose:** To clarify procedures regarding legal service and to protect the rights and the interests of the Kalispel Tribe of Indians, its entities and enterprises, respective employees, and guests.

**Scope:** This policy pertains to all management, employees, and departments of any Tribal entity or enterprise involved with service of documents.

## 1.0 Civil Matters

- 1.1 Persons, who are serving the Kalispel Tribe of Indians and its entities/enterprises including but not limited to Northern Quest Resort & Casino and Camas Path, or employees being served in their capacity as an employee of the Kalispel Tribe of Indians and its entities/enterprises, will be directed to the Kalispel Tribal Legal Department located at 934 South Garfield Road, Airway Heights, WA 99001 during regular business hours. The Legal Department is in charge of representing the Tribe and its entities as a whole.
- 1.2 Tribal employees may not be served, or will not be allowed to be served such papers while at their designated workstation, on the casino or hotel floor, in recognition of tribal sovereignty. The Kalispel Tribal Police Department in conjunction with other law enforcement agencies, may serve restraining orders on Reservation lands, in the back of the house, off the casino or hotel floor, as to not disturb business and keep public safety as the top priority.
- 1.3 Guests will not be served at the Northern Quest Resort & Casino. Any Security Officer or team member approached in assisting with the service of these papers will instruct the server to notify the Kalispel Tribal Legal Department.

- 1.4 Additionally, the Security Officer or team member is required to immediately report the attempted service of papers to the Kalispel Legal Department and, if applicable, the Northern Quest Resort & Casino Executive Management. If there is no answer, the team member will leave their name and message explaining the attempted service.
- 1.5 Persons that do not follow these procedures for serving papers will be ejected from Tribal property for no less than 30 days, pending an investigation.

## **2.0 Criminal Matters**

- 2.1 In any criminal incident on the property of the Kalispel Tribe, the Kalispel Tribal Police Department will be informed.
- 2.2 A County's Law Enforcement agent has jurisdiction only if the party involved is non-Indian and the victim is non-Indian. In cases where the party or the victim is an Indian, the Kalispel Police Department has jurisdiction.

**Note: The Kalispel Tribe, reserves the right to, at their discretion, alter or amend this policy at anytime.**