

ATTORNEY ADMIT TO PRACTICE IN TRIBAL COURT CONTACT MANAGEMENT CHECKLIST

Attorney Name: _____

BAR Number: _____

ACTION	
Letter from attorney requesting to be admitted is received.	
General Information needed to complete admission paperwork: <input type="checkbox"/> Attorney First Name, Middle Name, and Last Name <input type="checkbox"/> Mailing Address, City, State, and Zip Code <input type="checkbox"/> Phone Number with Area Code <input type="checkbox"/> Email Address <input type="checkbox"/> Law Firm Name <input type="checkbox"/> Fax Number <input type="checkbox"/> BAR Number	
Copy of State Bar of Michigan (or other State) Bar Card.	
Copy of State Bar of Michigan (or other State) Certificate of Good Standing.	
Tribal Court Letter sent to Attorney with BLANK copy of: <input type="checkbox"/> Attorney Certification for Practice Within the GTBOO&CI Tribal Court (Atty Cert); and <input type="checkbox"/> Attorney's Oath for Practice Within the GTBOO&CI Tribal Court (Atty Oath)	
Attorney signs both copies of: <input type="checkbox"/> Attorney Certification ***Must be notarized*** <input type="checkbox"/> Attorney Oath	
Attorney mails wet ink copies to Tribal Court, in regular mail.	
Once Court staff receives wet ink copies, staff member will email attorney and judge to find mutual date for Swearing In.	
Date Swearing In is scheduled: <input type="checkbox"/> Via ZOOM or <input type="checkbox"/> In Person	
Judge and Attorney sign the Oath after the Swearing In, if not already signed by the attorney.	
Court staff sends copy of signed Attorney Oath to Attorney.	