

STEVEN D. SANDVEN

LAW OFFICE PC

PRINCIPAL
STEVEN D. SANDVEN

*Admitted in South Dakota,
Minnesota & Washington D.C.*

116 EAST MAIN STREET
BERESFORD, SOUTH DAKOTA 57004-1819
TELEPHONE (605) 763-2015
FACSIMILE (605) 763-2016
SSANDVENLAW@AOL.COM

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RE: General Counsel

Tribal leaders will benefit in their decision making if they know the status of pending legal services work assignments and know where to find supporting documents. Please find for your review the following legal services intake system to be completed by each attorney providing legal services for the Tribe. This forms provides each attorney with a concise procedure for keeping Tribal government informed of their efforts. Further, the described form promotes accountability in attorneys by tracking their work progress. Please provide direction on the day of the month this form should be updated and provided to Tribal Council. It is difficult for an attorney to complete work assignments in a timely manner if there is not a clear chain of command on who can assign work or rearrange priorities.

Brief Bank

I recommend that my office develop a CD that will promote efficiency for every attorney by having critical organic documents in electronic format that can be updated on a regular basis. Documents in electronic format shall include, but not be limited to: law and order code, significant resolutions, significant tribal and federal court decisions, litigation forms/templates, directory of legal resources and previously filed motions and supporting memorandums of law.

Assignment of Attorneys

Please find for your review the attached memorandum regarding conflicts of interest in internal disputes that concludes:

Representing multiple clients where disputes may arise should be avoided, i.e. representation of the gaming operation (licensee) and the gaming commission (licensor). Conflict situations may arise which emphasize the importance of attorneys knowing the rules on representing multiple clients, including simultaneous representation in unrelated matters, former clients in the same matters, issues conflicts, and client loyalties and confidentiality.

I will make recommendations after review applicable job descriptions and attorney contracts.

Information Request

The following information is required to make a recommendation with additional specificity – the same is directed in the attached resolution:

1. All attorney contracts and/or job descriptions for attorney contracts providing legal services on civil matters;
2. Any Tribal Council resolutions regarding legal services, rules of order, legislative intent of organic documents, contracts, or agreements with foreign jurisdictions; and
3. Work product of current and former attorneys.