

WHEREAS, all attorneys currently contracted or employed by the ___ to provide legal services on civil matters shall come under the supervision of the ___ Office of General Counsel; and

WHEREAS, all attorneys serving in the ___ Office of General Counsel are required to complete a legal services intake system provided by the ___ General Counsel in a timely manner. This intake system shall indicate the date work was assigned, who assigned the work, status of the work assignment and desired outcome. Further, all attorneys shall update their legal services intake system and provide the same to the General Counsel no later than the ___ day of each month. The General Counsel will ensure the legal services systems will be provided to the ___ Executive Committee and Tribal Council by the ___ day of each month; and

WHEREAS, the General Counsel shall work with ___ in assigning attorneys in a manner that will promote efficiency; and

WHEREAS, the General Counsel shall work with ___ in designating the authorizing signatures on legal service requests to ensure that limited legal resources are utilized in an efficient manner; and

WHEREAS, all attorneys currently performing legal services on civil matters shall provide their attorney contracts and/or job descriptions to the General Counsel in a timely manner; and

WHEREAS, The General Counsel shall 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. Further, a copy of the same shall be provided to each member of the Executive Committee and the Tribal Council; and

WHEREAS, the Secretary shall assist the General Counsel in obtaining copies of the current ordinances in electronic format for distribution to interested parties; and

WHEREAS, the Secretary shall assist the General Counsel in obtaining Tribal Council resolutions in electronic format regarding legal services, rules of order, legislative intent of organic documents, contracts, or agreements with foreign jurisdictions; and

WHEREAS, the Secretary shall assist the General Counsel in obtaining any other documents that may assist legal counsel in determining past practices; and

WHEREAS, all attorney work product by current or former ___ attorneys shall be provided to the General Counsel upon request.