



KALISPEL
TRIBAL
COURT

February 4, 2025

COURT FILING HOURS

The Tribal Court is issuing this memorandum to clarify filing hours. Filings received outside of these parameters may be processed the next business day (the Court's business days are Monday through Thursday 7-5, excluding recognized holidays). In-person filings can be delivered to 22 Camas Flat Rd, Cusick WA 99119.

I. Same Day Mailing: Filings accepted Monday through Thursday 7:00AM – 2:00PM.

Any filings that require same-day mailing must be submitted to the Court no later than 2:00pm. Outgoing mail leaves the Court at 3:00pm daily and filings received after this deadline may not be mailed until the next business day.

II. Protection Orders/Restraining Orders: Filings accepted Monday through Thursday 7:00AM – 2:00PM.

Petitions for protection orders or restraining orders must be filed no later than 2:00pm. This ensures sufficient time for processing by the court clerk, judicial review and decision, and electronic filing with Pend Oreille County Superior Court, as required by Washington State law for Tribal orders to be entered into the National Crime Information Center (NCIC) database.

We appreciate your cooperation in adhering to these timelines to help ensure the efficient processing of court documents. If you have any questions, please contact the Court at (509) 445-1664 or by email at courtclerk@kalispeltribe.com.