



KALISPEL TRIBAL COURT

Effective July 1, 2022

To become a Spokesperson of the Kalispel Tribal Court Bar you will need to follow the procedure as stated below:

- Submit a completed application with a fee of \$75.00 made payable to the Kalispel Tribal Court via mail at PO Box 96, Usk, WA, 99180 or by personal delivery to 22 Camas Flat Rd, Cusick, WA 99119.
- Once received, your application will be reviewed, and if requirements are met you will receive additional correspondence indicating how to complete your background check.
- Passage of the Kalispel Tribal Court bar exam with a percentage grade of 80% or higher will be required for applicants seeking to practice before the Kalispel Tribal Court. You need to acquire a Kalispel Tribal Business License and provide a Certificate of Insurance prior to practicing law in Kalispel Tribal Court, unless exempt under Kalispel Law and Order Code Chapter 28. Review the Kalispel Law and Order Code (KLOC) prior to scheduling your exam.
 - The KLOC may be accessed online at <https://kalispeltribalcourt.org/law-order-code/>.
- Schedule a time to take the exam by calling (509) 445-1664. The exams will be offered the 1st and 3rd Thursday each month at 9:00 am, excluding recognized holidays and scheduled Tribal Court closures.
 - The exam location is Kalispel Tribal Court, 22 Camas Flat Rd Cusick, WA 99119, unless otherwise determined by the Kalispel Tribal Court.
 - 1 hour will be provided to take the exam. It is open book and a copy of the KLOC will be provided to you at the beginning of your exam.
- If you pass your exam and have a clear background check, court staff will schedule a date and time for you to be sworn into the bar at which time you will sign your Spokespersons Oath.
 - If you do not pass your exam you will need to schedule a time to retake the exam and pay a fee of \$15.00. No more than three attempts will be permitted in a twelve-month period.
 - All determinations made by the Kalispel Tribal Court are final and are not subject to any further review.
- Upon completion of being sworn in, court staff will issue you a KTC Bar number and a Certificate of Admission.
- After the first year, you will be required to pay an annual renewal fee of \$50.00 to retain membership in the Kalispel Tribal Court Bar.
 - Each year on approximately January 1st, notice that your dues are required to be paid by February 1st will be sent electronically to the email address provided on your application.
 - You will need to certify and sign the renewal form that is accompanied with the electronic notice.

For questions regarding the Kalispel Tribal Court Bar application or exam, call (509) 445-1664.