THE JUDICIAL COURT OF THE TOHONO O'ODHAM NATION

In Re:	ADMINISTRATIVE ORDER
Background Check Procedure	No.: 2026-02

The Court establishes the following procedure for requesting background checks:

1. Background checks requested by the Tohono O'odham Nation, a district, commission, board, or department of the Nation, or an official of the Nation or a district who is a party to any action in an official capacity (collectively, "Agencies"), will only be provided via email. The agency or official is responsible for providing a valid, accurate email address.

2. Court costs for background checks done for Agencies will be $5.00 plus $0.50 for each sheet of paper. Agencies will be invoiced quarterly and payment is due within 45 days. Failure to pay the invoice by the due date will result in suspension of services to that Agency until the invoice is paid.

3. Background checks will no longer be mailed. Individuals or Agencies not named above will have 3 weeks from the date the Court first notifies the requestor that the certified copy of the background check is ready for pick up. The Court will make 1 reminder contact. If the documents are not picked up, they will be destroyed and the requestor must submit another request.

4. Payment for the background check is due at pick up. A list of costs is available on the Court's website at https://tojc-nsn.gov/court-fees-and-costs/.

5. This Order hereby supersedes and rescinds any conflicting rules or procedures and is effective March 10, 2026.

Chief Judge Rene S. Alcoverde Jr.