



**OFFICE OF TRIBAL ATTORNEY
HOOPA VALLEY TRIBE**

Post Office Box 188 Hoopa, California 95546
(530) 625-4211 Fax (530) 625-4847

MEMORANDUM

CONFIDENTIAL

To: Managers
From: Kristen Boyert, Senior Attorney
Date: July 10, 2023
Re: OTA Weekly Open Office Hours Calendar

Please be advised that OTA is implementing a weekly open office hours schedule. (Please see below). The open office hours are for drop-in questions either in-person or by phone, the sign off of contracts and presenter agreements for department routing, or agenda requests.

If you require a meeting, please request a meeting by contacting Lavae McCovey, legal secretary, at otahvt@gmail.com and provide a completed Attorney Work Request (AWR) form. Also, please indicate if the issue is urgent or has a deadline on the AWR and include the deadline date.

OTA Open Office Hours

Tuesday, July 11 th	10:00am- 11:00am 1:00pm- 2:00pm
Thursday, July 13 th	3:00pm- 5:00pm
Friday, July 14 th	1:00pm- 3:00pm

Thank you and respectfully,
Kristen