

## **INSTRUCTIONS FOR FILING A CIVIL COMPLAINT IN FOREST COUNTY POTAWATOMI TRIBAL COURT**

1. Complete the complaint form by filling in all the blank lines. If you cannot fill in all of the blanks, do the best you can. You must have a correct address for the Defendant.
2. Take the completed complaint to the Clerk of Court for filing. The filing fee is \$60.
3. The Clerk will issue you a summons. The summons is a court document that lets the defendant know he or she is being sued in Court and what date and time to appear.
4. If the Defendant lives on the Reservation, service will be made by Tribal Security. The Clerk will arrange for this.

If the Defendant lives off the Reservation, you must make your own arrangements to have the Defendant served in person by either a Sheriff's Department or Private Investigator and provide signed proof of service to the Clerk.

5. You, as the Plaintiff, are required to be present for the scheduled hearing which is listed on the summons. If the Defendant does not appear, a Default Judgment is likely to be granted as long as proof of service is supplied to the Court.



5. I am seeking a judgment against the Defendant for the following relief:

Money damages in the amount of: \$ \_\_\_\_\_.

Return of property to me, specifically:

\_\_\_\_\_  
\_\_\_\_\_.

Other: \_\_\_\_\_.

5. The Defendant's address is: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

6. I swear that this complaint is true and complete to the best of my ability.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

HAVE YOUR SIGNATURE  
NOTARIZED:

\_\_\_\_\_  
NOTARY PUBLIC

State of Wisconsin

Dated:

\_\_\_\_\_ County

My commission expires: \_\_\_\_\_

\_\_\_\_\_  
[Signature of Plaintiff]

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_