

INSTRUCTIONS FOR FILING A FAMILY ACTION IN FOREST COUNTY POTAWATOMI TRIBAL COURT

1. Complete the petition 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 respondent.
2. Take the completed petition 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 respondent know that a case is being filed in Court and what date and time to appear.
4. If the respondent lives on the Reservation, service can be made by Tribal Security. The Clerk will arrange for this.

If the respondent lives off the Reservation, you must make your own arrangements to have the respondent 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 petitioner, are required to be present for the scheduled hearing which is listed on the summons. If the respondent does not appear, a Default Judgment is likely to be granted as long as proof of service is supplied to the Court.

\$60 Filing Fee

FOREST COUNTY POTAWATOMI TRIBAL COURT

Petitioner

v.

Case No. _____

Respondent

PETITION FAMILY ACTION

1. My name is _____.
2. I am: *(Choose one)* a: ☐ Forest County Potawatomi tribal member ☐ other Indian
☐ non-Indian ☐ other: _____.
3. The respondent is a: *(Choose one)*
☐ Forest County Potawatomi tribal member ☐ other Indian ☐ non-Indian
☐ Other: _____
4. The name of the child(ren) and date of birth are as follows:

5. I am petitioning the court for: : *(Please give a specific but brief description of what you are asking the court for.):*

_____ (continue on additional sheets of
paper if necessary; attach copies of relevant documents if you are able.)

6. Respondent's address: _____

Respondent's phone _____

7. I swear that this petition 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 Petitioner]

Address: _____

Phone: _____
