
NOTE: These forms are available to as a format for the filing of a civil complaint, Petition to use if you do not have an attorney or cannot afford an attorney to Assist you. You should seek legal advice from a professional attorney if possible.

Because this is a civil action there is a FILING FEE OF \$50.00 REQUIRED. This must be paid at the time of filing. The fee may be waiver by the Tribal Court upon a showing of good cause. If you are requesting a Waiver of Filing Fee, You must file an Application for Wavier of Filing Fee. This form is available at the court house.

Read this form and give as much information as possible. The first section deals with your current situation. (You are advising the court of your circumstances)

The next section is what you are asking of the court. Explain in as much detail what relief you are seeking through the court system. A complaint filed in the Tribal Court shall state the nature and facts from which the action arises and shall bear the signature of the plaintiff and shall be witnessed by the Judicial Clerk of a licensed Notary Public. You must provide to the court with all information listed on the Civil Information Sheet. This helps the court in the processing of the documents and service of the documents.

When you've completed your civil complaint/petition, you can bring it to the court house along with your FILING FEE, Which shall be paid in the form of MONEY ORDER made Payable to: SPIRIT LAKE TRIBAL COURT. The Clerk will issue you a receipt.

The clerk will then have the document served upon the party for which you are seeking relief. After service is made, the defendant is allowed a twenty-day period in order to respond to your complaint/petition, exclusive to the day of service. The summons shall further notify the defendant that in case of his/her failure to file an answer, Judgment by Default may be rendered against him/her for the relief sought in the complainant. The Clerk will schedule a court date. YOU WILL BE NOTIFIED BY MAIL OF THE COURT DATE.

If you have any supporting document or witness you wish to present in court, bring them at the time of the hearing. If you need witnesses subpoenaed, contact the clerk of court, immediately. There is a witness fee required.

BURDEN OF PROOF: The plaintiff in a civil case shall have the burden of proving his or her case by the greater weight of the evidence.

SPIRIT LAKE TRIBAL COURT
SPIRIT LAKE JURISDICTION

IN TRIBAL COURT
FORT TOTTEN, NORTH DAKOTA

_____,)
Plaintiff,)
)
)
)
)
)
_____,)
Defendant,)

CIVIL SUMMONS
C# _____

TO:

You are hereby summoned and required to appear and defend against the petition in this, Action which is hereby served upon you by serving the undersigned and Answer or other response within Twenty (20) days after service of this summons upon you. Exclusive to the day of service. If you fail to appear at the hearing, a Judgment by default will be entered against you Whatever is asked for in the petition.

Dated this: _____ day of _____ 20_____

Fort Totten, ND 58335

Signature of Plaintiff

Address of Plaintiff

SPIRIT LAKE TRIBAL COURT
SPIRIT LAKE JURISDICTION

IN TRIBAL COURT
FORT TOTTEN, NORTH DAKOTA

_____,)
Plaintiff,) COMPLAINT/PETITION
) C# _____
)
_____,)
Defendant,)

YOUR PETITIONER: _____, Respectfully States to the court
as follows:(here, state information of your current situation) _____

That based upon the above Information, I am requesting from the court as follows: (here state
what relief you are asking of the court) _____

WHEREFORE, PETITIONER PRAYS

1. That this petitioner be ordered filed and that summons and notice of hearing be issued and that the petition be heard as soon thereafter, As this matter may be heard. An
Petition/Complaint

2. That a legal determination be made in this matter and that the court issue as order best suited for all parties concerned based on clear and convincing evidence presented at trial

Dated

Plaintiff/Petitioner

VERIFICATION

State of North Dakota)
 County of Benson)SS
)

_____, Petitioner, being first duly sworn
 Depos and says that the above entitled proceedings, that he/she has read the above and
 Foregoing petition and knows the contents thereof and that the same is true to the best of their
 knowledge except as to matters therein stated on information and belief as to those matter they
 believe to be true.

Plaintiff/Petitioner

Subscribed and sworn before me this _____ day of _____, 20_____

(SEAL)

Clerk of Court/or Notary Public

_____, County, North Dakota

My Commission Expires _____

The following information is needed in for you to file a Civil Action. We must know this information in order to begin a file on your case. We need to know how to reach you and the Opposing party for purpose of court hearing dates, verbal communication related to your case and for purpose of locating the parties for service of legal documents. YOU MUST PROVIDE THIS INFORMATION. Without this information provided, we cannot proceed with your case.

CIVIL INFORMATION SHEET

Plaintiff/Petitioner:

Name: _____

Place of Residence: (District and/or Unit #) _____

Current Mailing Address: _____

Home Phone Number and Cell Phone Number: _____

Place of Employment: _____

Work Phone Number: _____

Social Security Number: _____

Date of Birth: _____

Do you have an Attorney? If so, Name and Address: _____

Defendant/Respondent:

Name: _____

Place of Residence: (District and/or Unit Number): _____

Current Mailing Address: _____

Home Phone Number and Cell Number: _____

Place of Employment: _____

Work Phone Number: _____

Social Security Number: _____

Date of Birth: _____

Do you have an Attorney? If so, Name and Address: _____