

IOWA TRIBE OF OKLAHOMA DISTRICT COURT

INSTRUCTIONS FOR FILING

PLEASE READ ALL INSTRUCTIONS FIRST BEFORE RETYPING or COMPLETING YOUR DOCUMENT FOR FILING:

1. Petitions that must be typed will need to be on **LETTER SIZE PAPER (8 ½ x 11)**. Petitions that are fill-ins must be made legible or they will not be accepted.
2. All **RED** areas must be replaced with the correct information and in **BLACK FONT**, UNLESS you are given a document where you are permitted to fill in the blanks, but they must also be in **BLACK** ink. No other colors will be accepted.
3. Submit your original along with 2 copies or if you have more than one Respondent or more than one possible party, a copy for each of those parties will need to accompany the original (e.g. guardianships normally have multiple relatives that have to be served). If the Court Administrator/Clerk makes your copies, you will be charged **\$.75** per page.
4. All documents must have the **FULL ADDRESSES WITH ZIP CODES** of all parties. Service may not be obtained without the full addresses and may delay the processing of your case. Obtaining this information is your responsibility.
5. All documents must be signed in **BLACK INK** and will be signed in front of the Court Administrator/Clerk when you are ready to file, or in front of a Public Notary.
6. Total Costs for filing are as follows:
 - **\$55.00** Filing Fees for Iowa Tribal Members; **\$80.00** for Non-Tribal Members
 - **\$30.00** Service of Process by Tribal Police, **\$15.00** by Certified Mail
 - **\$1.00 per page** for any copies that need to be made.
7. Contact the Court Administrator/Clerk to confirm the price of the Service of Process. The decision will be made depending on the location of the individual being served.
8. Payments that are accepted are **CASHIER'S CHECK or MONEY ORDER** and must be made payable to the order of the **IOWA TRIBE OF OKLAHOMA DISTRICT COURT. NO PERSONAL CHECKS WILL BE TAKEN.** Credit Card payments are accepted with a 3% service charge.
9. The Court Administrator/Clerk cannot accept documents that do not conform to the above-listed procedures.
10. Should you need assistance in preparing your case for filing, you may want to consult with or seek the advice of an attorney at your own expense. **THIS COURT DOES NOT HAVE LEGAL AID.**
11. All petitions being filed regarding minor children must have copies of each child's Birth Certificate and Tribal Enrollment Card.
12. **PAYMENT MUST BE PAID IN FULL AT THE TIME OF THE FILING. IF FILING FEES OR ALL COURT COSTS ARE NOT PAID, THE CASE WILL NOT BE FILED UNTIL PAYMENT IS RECEIVED. ALSO, IF ALL DOCUMENTS ARE NOT COMPLETED OR TURNED IN (SEE #11), THE CASE WILL NOT BE FILED UNTIL ALL DOCUMENTS ARE COMPLETED AND RECEIVED. NO EXCEPTIONS.**

