



Seminole Nation Tribal Court
P. O. Box 2307
Seminole, OK 74818
Phone: (405) 303-2251
(405)303-2212
Fax: (405) 303-2261

INSTRUCTIONS FOR PRO SE LITIGANTS USING COURT FORMS

This form is being provided to assist you in filing your action. Please fill in the necessary information in the blanks provided. The form provides you with the basic information needed to file your action. Any additional information you feel is necessary may be added.

If you are mailing in your documents for filing or someone else is bringing them in for you, you **must** sign the verification page (last page of the document) in front of a Notary Public.

The filing fee for a Petition or other original action is **\$50.00**. The filing fee for contempt or motion to modify is **\$30.00**. The filing fee must be submitted in the form of a money order or cashier's check made payable to: **SEMINOLE NATION TRIBAL COURT**. No personal checks or cash will be accepted.

Each party to the action must be served with a copy of your pleadings. The Court Clerk's office can serve by certified mail at the cost of **\$10.00 per person** so you will need to include this cost with your filing fee.

Seminole Nation Lighthorse Police can serve process within Seminole County so if you want your documents personally served, you will need to submit a separate money order for their service fee of **\$35.00**. Make your money order payable to: **Seminole Nation Lighthorse Police**. (*If you are requesting an emergency order and the Judge issues one, this cost will not apply.*)

You must provide **complete** mailing addresses for all parties involved. This includes zip codes. Without this information, service may not be obtained and can delay the processing of your action. **Obtaining the addresses is your responsibility.**

THE **COURT CLERK IS NOT ALLOWED TO ADVISE YOU** ON WHAT TO WRITE IN YOUR PLEADINGS. IF YOU NEED ASSISTANCE IN FILLING IT OUT, **YOU MAY NEED TO CONSULT WITH OR SEEK THE ADVICE OF AN ATTORNEY AT YOUR OWN EXPENSE.** THE **TRIBAL COURT DOES NOT PROVIDE YOU WITH AN ATTORNEY;** HOWEVER, **THERE IS A COURT FACILITATOR AVAILABLE** TO ASSIST WITH PREPARING PLEADINGS AND/OR ORDERS ONCE THE JUDGE ISSUES AN ORDER. THIS **SERVICE IS PROVIDED BY OKLAHOMA INDIAN LEGAL SERVICES** SO **YOU MUST MEET THEIR CRITERIA IN ORDER TO BE ELIBLE FOR THIS SERVICE.**

THE COURT CLERK'S OFFICE ACCEPTS DOCUMENTS FOR FILING FROM 8:00 A.M. TO 4:30 P.M. MONDAY THROUGH FRIDAY, (Closed on Weekends and Holidays). ANY DOCUMENTS RECEIVED AFTER 4:30 p.m. WILL BE STAMP-FILED THE NEXT BUSINESS DAY, EXCEPT UPON ORDER OF THE COURT.