

**INSTRUCTIONS FOR FILING**  
**IMPORTANT INFORMATION**  
**PLEASE READ!!!**

Should you need assistance in preparing any documents, you must consult with an attorney at your own expense. This court does not have legal aid. Court Clerks are prohibited by Ethical Code and Court Rules to provide legal advice and help parties prepare or type court documents. Different situations may require special procedures and the Court Clerks **CANNOT** advise you on how to proceed or what forms may be necessary in specific situations.

1. Submit ORIGINAL documents. Documents must be signed in front of the Court Clerk or a notary public when you are ready to file.
2. Filing fees, copy fees, etc. must be made in the form of a MONEY ORDER payable to “Ponca Tribal Court” OR a debit/credit card. Filing and service fees MUST be paid at the time of filing your petition. If you are unsure of the amount of the filing fees, contact the Court Clerk. Fees are non-refundable.
3. Documents must have the FULL ADDRESS including street, city, state & zip of the parties to be served. Obtaining this information is your responsibility.
4. Petitions filed MUST have copies of the following items included:
  - Identification
  - Tribal Enrollment Cards/CDIB cards
  - Relevant Birth Certificates

- Relevant Death Certificates

Obtaining these documents is YOUR responsibility.

## Fees

1. FILING FEE - A filing fee of **\$65.00** is required when filing a Petition. There is no cost to file a Protective Order, but there is a service fee. See below. Please be prepared to inform the Court Clerk as to which type of Process Service you will be utilizing at the time of filing your packet.
2. SERVICE FEE - All parties must be notified of the filing of a Petition and any pending hearings. Respondents are allowed twenty (20) days from service of a Petition to file an answer with the Court. It will be at least a month from your file date before a court date will be set unless the Respondent signs a Waiver. A Notice of Hearing and/or Summons may be served by BIA Police within White Eagle for a Service Fee of **\$40.00**. If the parties reside outside of White Eagle, a private process server may need to be hired for service at a starting rate of **\$50.00**. You will be billed for the remaining due amount. The Notice may also be served through Certified Mail. A Service Fee of **\$20.00** will be assessed for the Court Clerk to mail the Notice.
3. PUBLICATION FEE - It is required by law that Notice be given to the Respondent, so it is necessary to have a current mailing and physical address for this person. If you **do not have** an address, additional charges will need to be paid to obtain Notice by Publication in the local newspaper. THIS FEE CANNOT BE WAIVED AND WILL NEED TO BE PAID WHEN FILING FORMS. A fee of **\$75.00**

(average publication cost) will be assessed. Keep in mind that the fee assessed for publication is an average cost and it could cost more. If the cost is more than \$75.00, you will be responsible for the balance due at the end of publication. Name change, adoption, and other petitions/documents require publication also. You will be responsible for the charges.

**Court Clerks WILL NOT accept documents that do not conform to these Instructions.**

**You must also file a Contact Information Sheet and a Summons.**

**THANK YOU**

# CONTACT INFORMATION

**Plaintiff/Petitioner's Full Name:** \_\_\_\_\_

Previous Names: \_\_\_\_\_

If Married, To Whom: \_\_\_\_\_ Date: \_\_\_\_\_ City/County/State: \_\_\_\_\_

Divorced or Separated From: \_\_\_\_\_ Date: \_\_\_\_\_

Mailing Address (Including County): \_\_\_\_\_

Physical Address (Including County): \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

DOB: \_\_\_\_\_ SSN: \_\_\_\_\_

Born in City/County/State: \_\_\_\_\_ Birth Certificate No: \_\_\_\_\_

Race: \_\_\_\_\_ If Native American, Which Tribe: \_\_\_\_\_ CDIB No: \_\_\_\_\_

Attorney: \_\_\_\_\_

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**Defendant/Respondent's Full Name:** \_\_\_\_\_

Previous Names: \_\_\_\_\_

If Married, To Whom: \_\_\_\_\_ Date: \_\_\_\_\_ City/County/State: \_\_\_\_\_

Divorced or Separated From: \_\_\_\_\_ Date: \_\_\_\_\_

Mailing Address (Including County): \_\_\_\_\_

Physical Address (Including County): \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

DOB: \_\_\_\_\_ SSN: \_\_\_\_\_

Born in City/County/State: \_\_\_\_\_ Birth Certificate No: \_\_\_\_\_

Race: \_\_\_\_\_ If Native American, Which Tribe: \_\_\_\_\_ CDIB No: \_\_\_\_\_

Attorney: \_\_\_\_\_

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If asking for a Protective Order, fill out the following also (regarding Defendant/Respondent):

DL No: \_\_\_\_\_ DL State: \_\_\_\_\_ DL Exp: \_\_\_\_\_

Hair Color: \_\_\_\_\_ Eye Color: \_\_\_\_\_

Height: \_\_\_\_\_ Weight: \_\_\_\_\_

Distinguishing Features (Tattoos, Scars, etc.) \_\_\_\_\_

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**IN THE DISTRICT COURT FOR  
THE PONCA TRIBE OF OKLAHOMA  
WHITE EAGLE, OKLAHOMA**

**In the Matter of the Name Change of: )**

\_\_\_\_\_, )

**An Adult. )**

**Case No CIV-\_\_\_\_\_**

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**PETITION FOR NAME CHANGE OF ADULT**

**COMES NOW**, \_\_\_\_\_, Petitioner herein, pro se, respectfully petitions the Court to change his/her name from \_\_\_\_\_ to \_\_\_\_\_, the Petitioner alleges and states the following:

1. Statement of Jurisdiction.

INSTRUCTIONS: Check ALL boxes that apply.

- Plaintiff/Petitioner is a member of the Ponca Tribe of Oklahoma.
- Defendant/Respondent is a member of the Ponca Tribe of Oklahoma.
- Plaintiff/Petitioner is a resident of or is employed within White Eagle wherein this Petition is filed.
- Defendant/Respondent is a resident of or is employed within White Eagle wherein this Petition is filed.
- Plaintiff/Petitioner is an Indian who resides within the Indian country of the Ponca Tribe of Oklahoma wherein this Petition is filed.
- Defendant/Respondent is an Indian who resides within the Indian country of the Ponca Tribe of Oklahoma wherein this Petition is filed.
- Plaintiff/Petitioner is a member of the \_\_\_\_\_ Tribe.

Defendant/Respondent is a member of the \_\_\_\_\_ Tribe.

2. That the Petitioner resides at \_\_\_\_\_  
**(INCLUDE CITY, STATE & ZIP)** and has lived at this address for \_\_\_\_\_  
**(STATE LENGTH OF TIME IN MONTHS OR YEARS AT THIS ADDRESS).**

3. That the Petitioner was born on \_\_\_\_\_, \_\_\_\_\_, at  
\_\_\_\_\_ Hospital in \_\_\_\_\_.

4. That the birth certificate number of the Petitioner is \_\_\_\_\_ and is  
recorded at the Vital Records Division of the State of \_\_\_\_\_. A copy of  
Petitioner's birth certificate is submitted along with the petition to the Court.

5. That the Petitioner's biological mother's full name, including maiden name is  
\_\_\_\_\_ and her address is \_\_\_\_\_  
**(INCLUDE CITY, STATE & ZIP)** and she is an enrolled member of the \_\_\_\_\_ Tribe  
of Oklahoma **OR** is non-Indian.

6. That the Petitioner's biological father's full name is \_\_\_\_\_ and  
his address is \_\_\_\_\_ **(INCLUDE CITY, STATE  
& ZIP)** and he is an enrolled member of the \_\_\_\_\_ Tribe of Oklahoma **OR** is  
non-Indian; **OR**

That the Petitioner's biological father is unknown and not listed on the birth certificate.

7. That the Petitioner does not seek to change his/her name for any illegal or fraudulent  
purpose.

8. That the Petitioner seeks to change his/her name for the following reason: **(STATE THE  
REASON YOU WANT TO CHANGE YOUR NAME)**

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9. That the Petitioner seeks to change his/her name from \_\_\_\_\_  
to \_\_\_\_\_.

**WHEREFORE**, the Petitioner prays that his/her name be changed as requested in this petition and that a hearing be set on this matter as soon as the Court deems necessary.

\_\_\_\_\_  
NAME of Petitioner

\_\_\_\_\_  
FULL ADDRESS (include city, state & zip)

\_\_\_\_\_  
TELEPHONE NO.

\_\_\_\_\_  
EMAIL ADDRESS

**VERIFICATION**

I, (Petitioner) \_\_\_\_\_, being duly sworn to tell the truth and being of lawful age above 18 years of age, hereby state that I have prepared and read this Petition and verify that all of the factual allegations contained in this Petition are in fact true and correct to the best of my knowledge and belief, **UNDER PENALTY OF PERJURY.**

\_\_\_\_\_  
SIGNATURE of Petitioner

STATE OF OKLAHOMA )

COUNTY OF \_\_\_\_\_ )

SUBSCRIBED AND SWORN to before me on this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_.

\_\_\_\_\_  
Notary Public

Commission Expires On: \_\_\_\_\_

Commission No: \_\_\_\_\_

**IN THE DISTRICT COURT FOR  
THE PONCA TRIBE OF OKLAHOMA  
WHITE EAGLE, OKLAHOMA**

\_\_\_\_\_, )  
Plaintiff/Petitioner, )  
vs. ) Case No. \_\_\_\_\_  
\_\_\_\_\_, )  
Defendant/Respondent. )

**OR**

IN RE THE MATTER OF: )  
\_\_\_\_\_, )  
DOB: \_\_\_\_\_ ) Case No. \_\_\_\_\_

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**SUMMONS**

**Do you want the Defendant to be served via:**

- Certified Mail (\$20)**  
**or a**  
 **Process Server (\$40 and Up)**  
**or**  
 **Publication (\$75 and Up)?**

THE PONCA TRIBE OF OKLAHOMA TO/FROM:

Plaintiff/Petitioner's Name and Address    Defendant/Respondent's Name and Address

From \_\_\_\_\_ To \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To the above-named Defendant:

You are ordered and directed to appear at the Tribal District Court for the Ponca Tribe of Oklahoma, in Ponca City, Oklahoma, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, at \_\_\_\_\_ o'clock am/pm.

**If you fail to appear and/or file an answer to the Petition attached hereto within twenty (20) days of receiving this Summons, a default judgment may be rendered against you.**

You may seek the advice of an attorney in any matter connected with this suit or your answer. Such attorney should be consulted immediately.

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

\_\_\_\_\_  
Court Administrator/Clerk

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**AFFIDAVIT OF SERVICE**

**SERVICE BY PROCESS SERVER**

I, \_\_\_\_\_, hereby certify that I served this Summons together with a copy of the Petition upon \_\_\_\_\_ at \_\_\_\_\_ am/pm on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_ and made the return according to law, and that I am duly authorized to endorse this affidavit, so help me God.

\_\_\_\_\_  
Police Officer/Process Server

First Attempt: \_\_\_\_\_

Second Attempt: \_\_\_\_\_

Final Attempt: \_\_\_\_\_

Subscribed to and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Notary Public's Signature: \_\_\_\_\_

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

My commission number: \_\_\_\_\_

**CERTIFICATION OF SERVICE BY MAIL**

I hereby certify that I mailed copies of the foregoing Summons with a copy of the Petition attached to the following named parties at the address shown by certified mail, addressee only, return receipt requested, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Court Administrator/Clerk

**CERTIFICATION OF SERVICE BY PUBLISHING**

I hereby certify that I published notice of this case on the following dates:

\_\_\_\_\_, 20\_\_\_\_  
\_\_\_\_\_, 20\_\_\_\_  
\_\_\_\_\_, 20\_\_\_\_  
\_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Court Administrator/Clerk