

DISTRICT COURT OF THE KAW NATION
Drawer 50
698 Grandview Drive
Kaw City, OK 74641
(580) 269-2552

NOTICE OF FORMS

This form packet is supplied by the Kaw Nation Court Clerk's Office. Nothing in these forms is to be construed as providing legal advice. It is highly recommended that you review these documents with an attorney. The Kaw Nation Court Clerk, Kaw Nation District Court, nor the Kaw Nation shall be liable for any use of the following forms.

Parties seeking an Order of the Court are responsible for completing all required documents. The Court Clerk cannot fill out the form for you nor can they give out legal advice. The Kaw Nation does not provide lawyers, legal advice, or legal assistance. If you need legal advice or representation, you must retain an attorney at your expense. Your selected Attorney must be registered to practice law with the Kaw Nation Bar Association prior to representing you in the Kaw Nation District Court.

All fees, including service fees, must be paid at the time of filing. Fees cannot be waived unless a Paupers Affidavit has been filed and approved by the Judge prior to filing. This form may be requested from the Court Clerk.

INSTRUCTIONS FOR FILING A PETITION FOR ADOPTION

1. A filing fee of **\$50.00** is required when filing a Petition for Adoption. Cash or money order is the only acceptable form of payment. 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. If any other parties need to be notified it must be done either by summons or by publication. If the biological parents have already had their parental rights terminated, there is no need for notification. If notice is necessary, it can be done by Tribal Police within Kay and Osage County for a Service Fee of **\$50.00** or publication (**\$75.00 average**). If the parties reside outside of the Kay and Osage County areas, a private process server may need to be hired for service at a starting rate of \$50.00. You may be billed for the remaining due amount.
3. To begin the Petition for Adoption process, the following required documents must be submitted to the Court Clerk:
 - Copy of valid State or Tribal issued ID
 - Contact Information Sheet
 - Petition for Adoption
 - Financial Affidavit
 - Copy of Birth Certificates of child(ren) named in the Petition
 - Copy of CDIB of all individuals listed in the Petition

- Filing and service fees: **cash or money order** payable to the Kaw Nation District Court
4. Please ensure that all required documentation has been attached and provided at the time of filing your Petition. Make sure that you completely fill out the documents and attach the required documentation. Documents that are not completely filled out can delay the process of your case. Parties are responsible for completing their own petition forms. The court clerk cannot give legal advice or assist you in filling out the forms.
 5. Once your Petition and all required documentation has been received, an Order for Hearing will be issued by the Court Clerk informing all parties of the date and time of the scheduled hearing.
 6. Once the Petition is filed, an in-home study must be completed before the adoption can be finalized. This will be arranged by Indian Child Welfare. Upon approval of ICW, the adoption proceedings can continue.