

**DISTRICT COURT OF THE KAW NATION
Drawer 50
698 Grandview Drive
Kaw City, OK 74641
(580) 269-2552 x 111**

Please fill out paperwork completely. Please hand write your signatures. Yellow highlighted items require you to circle a choice.

THANK YOU

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. You may contact the Court Clerk for a current list of KNBA attorneys.

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

1. **FILING FEE** - A filing fee of **\$75.00** is required when filing a Petition for Divorce. Most other filings are **\$50.00**. 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 Tribal Police within Kay and Osage County for a Service Fee of **\$50.00**. 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 **\$99.00**. You will be billed for the remaining due amount. The Notice may also be served through Certified Mail. A Service Fee of **\$17.00** 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.

4. To begin the filing process, the following required documents must be submitted to the Court Clerk:
 - Copy of your Driver's License (or State ID)
 - Copy of your Marriage Certificate
 - Copies of Birth Certificates
 - Copies of Death Certificates (if applicable)
 - Copies of CDIB Cards
 - Contact Information Sheet
 - Petition
 - Financial Affidavit (Divorce)
 - Statement of Facts (Guardianship)
 - OK Sex Offenders Registration Affidavit (Adoption, Custody and Guardianship)
 - Request for Hearing
 - Summons
 - Filing and Service Fees
5. 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.
6. Once your Petition and all required documentation has been received, a Notice of Hearing will be issued by the Court Clerk informing all parties of the date and time of the scheduled hearing.
7. In an adoption, you **MUST** have an attorney. Also, once the Petition is filed, an in-home study must be completed before the adoption can be finalized (unless it is a stepparent adoption).

CONTACT INFORMATION

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: _____

CDIB No: _____ Tribe: _____

DOB: _____ SSN: _____

Born in City/County/State: _____ Birth Certificate #: _____

DL No: _____ DL State: _____ DL Exp: _____

Hair Color: _____ Eye Color: _____

Height: _____ Weight: _____

Race: _____

Distinguishing Features (Tattoos, Scars, etc.) _____

Attorney: _____

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: _____

CDIB No: _____ Tribe: _____

DOB: _____ SSN: _____

Born in City/County/State: _____ Birth Certificate #: _____

DL No: _____ DL State: _____ DL Exp: _____

Hair Color: _____ Eye Color: _____

Height: _____ Weight: _____

Race: _____

Distinguishing Features (Tattoos, Scars, etc.) _____

Attorney: _____

IN RE: THE GUARDIANSHIP OF:)
_____,)
DOB: _____,) Case No. GD-_____

An Incapacitated Person.)

COMES NOW _____, and petitions this Court for the appointment of a guardian of _____, and in support of his/her Petition, represents and shows to the Court:

- If available, a letter from a professional (doctor, psychologist, or social worker) is attached hereto, marked Exhibit "A" and incorporated herein.

6. That notice of this Petition shall be given to the following individuals:

7. That Petitioner asserts that the subject of the guardianship is/is not married and has the following children:

-
-
8. The Petitioner knows of no persons or organizations nominated by will or other writing to serve as guardian or limited guardian of _____.
 9. That _____ is/is not receiving services from the Department of Children and Family Services.
 10. That this Petition is not presented pursuant to the provisions of any Revised Uniform Veterans Guardianship Act, so notice to the Veterans Administration is not required.
 11. That Petitioner is unaware of the existence or identity of any attorney representing _____.
 12. That Petitioner is qualified as guardian of _____, and the Petitioner is not a minor, incapacitated, or partially incapacitated, nor a convicted felon, is not bankrupt, nor is he/she insolvent, or under any financial obligation to the Ward or subject to a conflict of interest which would preclude, or be substantially detrimental to his/her ability to act in the best interest of _____.

WHEREFORE, Petitioner respectfully requests that this Court set a date for hearing on this Petition, order such notice as required by law and upon hearing this Petition, appoint Petitioner guardian of _____.

Petitioner

Street Address

City, State, Zip

VERIFICATION

I, _____, do solemnly swear that the contents and facts herein are true and correct.

Petitioner's Signature

STATE OF OKLAHOMA)
COUNTY OF _____)

SUBSCRIBED AND SWORN to before me on this ____ day of _____,
20____.

Notary Public

Commission expires on: _____

Commission No.: _____

STATEMENT OF FACTS BY PROPOSED GUARDIAN(S)

1. Are you or is anyone living in your home currently charged with or been convicted of a crime? (☐) YES (☐) NO
2. Are you or is anyone living in your home required to register as a sex offender? (☐) YES (☐) NO
3. Have you or has anyone living in your home had a restraining order or protective order filed against him/her in the last ten (10) years? (☐) YES (☐) NO
4. Have you or has anyone living in your home been charged with, arrested for, or convicted of any form of child abuse, neglect or molestation?
5. (☐) YES (☐) NO
6. Have you or has anyone living in your home had any reports alleging any form of abuse, neglect, or molestation made to any agency charged with protecting children (e.g. Oklahoma Child Protective Service or Kaw Nation Social Services) or any other law enforcement agency regarding him/her or anyone living within your home? (☐) YES (☐) NO
7. Have you filed for or received protection under the federal bankruptcy laws? (☐) YES (☐) NO
8. Have you ever had a license, certificate, permit, or registration required by the laws of any state for the practice of a profession or occupation suspended or revoked? (☐) YES (☐) NO
9. Have you or anyone living in your home habitually used any illegal substances or abused alcohol? (☐) YES (☐) NO
10. Have you ever been removed as a guardian in any other case? (☐) YES (☐) NO
10. Have you or anyone living in your home been charged with, arrested for, or convicted of a crime involving illegal substances or alcohol? (☐) YES (☐) NO

11. Have you or anyone living in your home had a social worker, parole officer, or probation officer assigned to him/her? () YES () NO
12. Have you or anyone living in your home received services from a psychiatrist, psychologist, or therapist for a mental health related issue? () YES () NO
13. Do you or anyone living in your home suffer from a mental illness? () YES () NO

VERIFICATION

I/We, _____, proposed guardian(s) herein, being duly sworn to tell the truth and being of lawful age above eighteen (18) years of age, hereby verify that the answers and information I/we have provided in the Statement of Facts are in fact true and correct to the best of my/our knowledge and belief, under penalty of perjury.

Proposed Guardian (1) Printed Name

Proposed Guardian (2) Printed Name

Proposed Guardian (1) Signature

Proposed Guardian (2) Signature

CERTIFICATION

I, _____, Court Clerk/Administrator of the District Court, certify that _____ and _____ personally appeared before me on _____, 20____ and being duly sworn, executed the above verification in my presence.

Dated this _____ day of _____, 20_____.

Court Clerk

_____,)
Petitioner,)
)
vs.) Case No. _____
)
)
_____,)
Respondent.)

IN RE: _____,)
 _____)
 DOB: _____)

Case No. _____

I am not a person subject to registration under the Oklahoma Sex Offenders Registration Act. I am not married to or living with such a person, or a person who has been convicted of or has charges pending for a felony or any relevant misdemeanor, nor is anyone living with me or frequently present in my home previously been convicted of, or has charges pending for, a felony or any relevant misdemeanor.

Commission No.: _____

**IN THE DISTRICT COURT FOR THE KAW NATION
KAW CITY, OKLAHOMA**

| | | | |
|-------------|---|---|----------------|
| Petitioner, | , |) | |
| |) |) | |
| vs. |) |) | Case No. _____ |
| |) |) | |
| Respondent. | , |) | |
| |) |) | |

OR

| | | |
|---------------|---|----------------|
| IN RE: _____, |) | |
| |) | Case No. _____ |
| DOB: _____ |) | |

REQUEST FOR HEARING

Petitioner, _____, requests this Court schedule a hearing on Petitioner's Petition.

Dated this ____ day of _____, 20__.

Petitioner's Printed Name

Petitioner's Signature

**IN THE DISTRICT COURT FOR THE KAW NATION
KAW CITY, OKLAHOMA**

| | | | |
|-------------|---|---|----------------|
| | , |) | |
| Petitioner, | , |) | |
| | , |) | |
| vs. | , |) | Case No. _____ |
| | , |) | |
| | , |) | |
| Respondent. | , |) | |

OR

| | | |
|---------------|---|----------------|
| IN RE: _____, |) | |
| |) | Case No. _____ |
| DOB: _____ |) | |

SUMMONS

THE KAW NATION TO/FROM:

| | |
|------------------------------------|------------------------------------|
| List Petitioner's Name and Address | List Respondent's Name and Address |
| From _____ | To _____ |
| _____ | _____ |
| _____ | _____ |

To the above-named Respondent:

You are ordered and directed to appear at the District Court for the Kaw Nation, in Kaw City, Oklahoma, on the _____ day of _____, 20____, at 10:00 am.

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 Clerk

HOW DO YOU WANT THE RESPONDENT TO BE SERVED? ☐ Certified Mail \$17

☐ Process Server \$50 and up

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 Clerk