



PONCA TRIBAL COURT

1800 Syracuse Avenue • Norfolk, NE 68701 • Phone: 402.371.8834 • Fax: 402.371.3238

Re: Civil Petition

Enclosed, please find the Petition that you may use to file a Civil Action through the Ponca Tribal Court. Please complete this Petition and return it to my office, along with a \$60.00 filing fee. If you cannot afford the filing fee, then please complete the enclosed Affidavit. The Affidavit must be notarized, and the Judge has to approve the waiver of the filing fee.

I have also enclosed an instruction form, which shows the information that is needed on the Petition. Once I receive the Petition and filing fee (or approved Affidavit), I will then make arrangements to have the other party personally served.

The other party will then have thirty (30) days to respond, and then a hearing will go before the Judge. You will need to be present at this hearing, which will be in Norfolk.

If you have any questions, please feel free to contact me at the Norfolk Office, 402-371-8834, or via email at ruthanneg@poncatrbe-ne.org.

Sincerely,

RUTHANNE GALLUP

Tribal Court Administrator

Enc:

PONCA TRIBAL COURT

_____) Case # _____
Plaintiff)
)
v.) CIVIL COMPLAINT
)
_____)
Defendant.)

State of _____)
County of _____) SS
)

I, _____ am the Plaintiff and my mailing address I wish
to provide to the Court is _____.
The Defendant is _____ and their mailing address is last
known to be _____
_____.

I declare the following:

I.

That jurisdiction with the Ponca Tribal Court is proper because of the following:
The Plaintiff is a member of the _____ Tribe and lives within
the Ponca Service Area.

II.

That the following allegations are made concerning the defendant:

III.

Wherefore, the Plaintiff respectfully requests the following relief:

I declare under penalty of perjury that the foregoing is true and correct to the best of my ability.

Dated this _____ day of _____, _____.

Complainant

SUBSCRIBED TO and sworn before me on _____.

[SEAL]

Notary Public

PONCA TRIBE OF NEBRASKA
TRIBAL COURT

_____)	CIV
Plaintiff)	
)	CIVIL COMPLAINT
vs)	
_____)	
Defendant)	

The above-named Complainant, complaining of the Defendant declares:

I.

That jurisdiction with the Ponca Tribal Court is proper because of the following:

(a short, plain statement which states the grounds upon which jurisdiction depends)

II.

That the following allegations are made concerning the defendant:

(short, plain statement which states the allegations. Claims should be in numbered paragraphs, and limited to a single circumstance. If there are more than one circumstance, they should be set forth in separate paragraphs. You may include a copy of a written instrument as an exhibit, and it will become part of the pleading. This may be amended not less than 20 days before trial.)

III.

Wherefore, the Plaintiff respectfully requests the following relief:

(short, plain statement of what you are requested the Court to do about the allegations.)

I declare under penalty of perjury that the foregoing is true and correct to the best of my ability.

Dated this _____ day of _____, _____.

Complainant

IN THE PONCA TRIBAL COURT

STATE OF _____)
) ss
COUNTY OF _____)

MOTION TO PROCEED
IN FORMA PAUPERIS

I, _____, being duly sworn upon by oath, say:
(Your Name)

- 1. I am unable to pay the costs of this action.
- 2. I am a member of the Ponca Tribe of Nebraska, enrollment # _____. The Ponca Tribal Council has determined that only enrolled members of the Ponca Tribe are eligible for a waiver of filing fees.
- 3. My family unit consists of _____ people (1 Self + _____ children + _____ adults)
- 4. My family unit has an average gross **monthly** income of \$_____, including (check all)
 - Employment \$_____ Food Stamps\$_____ Medicaid
 - Child Support\$_____ SSI\$_____ TANF \$_____
 - Other_____ Other _____
- 5. I receive no income from other sources. If I have no income and/or expenses, this is the reason why: _____

6. My family unit's average **monthly** expenses are \$_____, which include

Rent \$_____	Heating \$_____	Lights \$_____	Trash \$_____
Phone\$_____	Child Care\$_____	Food(Do not include food stamps) \$_____	
Alcohol\$_____	Cigarettes \$_____	Car, insurance & gas for car \$_____	
Other (explain) \$_____	Other (explain) \$_____		

- 7. I own no real or personal property of more than nominal value. the following real or personal property that has more than nominal value: _____

- 8. I wish to add the following for consideration.

- 9. The phone number where I may be contacted at is _____.
- 10. Have you, on three or more prior occasions, brought an action or appeal in a Ponca Court that were dismissed on the grounds of being frivolous, malicious, or failing to state a claim upon which relief may be granted? () Yes () No
If yes, is the reason you are coming to court because you are in imminent danger of serious bodily injury? () Yes () No
- 11. **I understand that a false statement or answer to any questions in this Motion may subject me to penalties of perjury.**

Your Signature Date
SUBSCRIBED AND SWORN BEFORE ME ON THIS _____ DAY OF _____, 20____

Notary Commission Expires

IN THE PONCA TRIBAL COURT

_____,)
Plaintiff,)
vs.)
_____,)
Defendant)

CASE # _____

JURISDICTIONAL AFFIDAVIT

STATE OF _____)
) ss
COUNTY OF _____)

COMES NOW Affiant, after being duly sworn and under penalty of perjury, and states as follows:

- 1) My name is _____.
- 2) My mailing address is _____.
- 3) My telephone number is _____.
- 4) My physical address, where I primarily reside, is _____
located in _____ County in the state of _____.
- 5) I () am a member of the _____ Tribe, my enrollment
number is _____. This () is () is not a federally recognized Tribe.
I () am not a member of a Tribe.
My child is a member of the _____ Tribe, enrollment# _____.
- 6) I understand that this information is being provided to determine if I reside within
the territorial jurisdiction of the Ponca Tribe of Nebraska.
- 7) I understand that I am providing this information under oath and penalty of
perjury, with legal consequences if I knowingly make a false statement in this document.
FURTHER AFFIANT SAYETH NOT
DATED this _____ day of _____, 20_____.

Affiant

SUBSCRIBED TO and sworn before me on _____.

[SEAL]

Notary Public