



SAC & FOX OF THE MISSISSIPPI IN IOWA CIVIL COVER SHEET

This form is only to be construed as a cover sheet for your civil action. It is not intended to be substitute legal advice. There may be additional documents and procedures for your particular type of case.

As the person who has started this legal action, you are called the Petitioner. The person(s) you are bringing the action against is called the Respondent. Please review the following information about the case and **verify that all required documentation is included. If it is not, the case may be delayed until all required information is attached or the case may even be dismissed.**

- **Important!** If you do not understand how to use these forms, or do not know if you should use these forms, talk to an attorney.
- Carefully read the ENTIRE form for additional attachments that may be needed, such as: Birth Certificate, Laws or Tribal Code Sections, a prior Court Order, Marriage Certificate, Genetic test results, etc. Not filing the required attachments can delay or even dismiss your entire claim.
- Whenever you file a paper at the Clerk of Court Office, you **MUST** deliver a copy of that paper to the other party or the other party's Attorney. Reminder: Keep a copy for your own records. If there is a "Confidential Information" Form that you have filed to keep your personal information protected from the Respondent (address, phone number, email, etc.): *Do not give a copy of that form to the other party.*
- Due to your case possibly being a **public case**, it is critical that you know what information in your filing(s) should be kept private. Also, how to redact protected information from anything that you may file into your case.
- Please make sure to write clearly, and in blue or black ink.
- If your contact information changes during the duration of your case, it is **YOUR** responsibility to notify the Clerk of Court **IMMEDIATELY** to update your Tribal Court profile to allow all filings to be properly sent to you.

Getting ready to appear in Court can be stressful, here are a few tips to help make sure you are ready and prepared. If you do not know what you need to do, or how to prepare, remember it may be in your best interest to reach out to an Attorney.

- Try to mediate and resolve the problem **BEFORE** Court, this will save you and the other party time and stress to resolve the situation that best suits both of your needs.
- Write a list of everything you need to say.
- Practice what you plan to say during your hearing with a friend, as if you are in Court.
- Talk to witnesses and ask them to come to the hearing to support your claim. If they are not able to be there, that can provide a notarized written statement that can be submitted to your court case instead.
- If you or the Respondent have papers or evidence, make sure you exchange all information you intend to provide during the hearing.
- Gather and organize all court filings and evidence.
- Make sure to show up 5-10 minutes prior to your scheduled hearing time.
- If you need a document to provide to work to confirm you were at the Court for a hearing, please ask the Front Desk.
- At the hearing, do not interrupt the Judge or the Respondent. It is not only disrespectful, but it can also reduce the quality of the audio recording and everything might have to be re-stated for clarity.
- In most cases, not everyone will be perfectly happy with the outcome. The Court uses the Tribal Code to resolve the situation to the best of their ability, and relies on court users to be thoughtful, honest and highly involved in their case to arrive at the best solution possible to the problem that brought them to the Court in the first place.