

## INSTRUCTIONS FOR FILLING OUT FORM

**PURPOSE.** This form is to be used when you have fathered child(ren) out of wedlock and you are asking the court to declare you to be the natural and biological father of the child(ren), you are seeking custody and child support from the defendant. If the child(ren) were born when you were legally married and you are still legally married then you need to file for divorce by using the divorce form.

**FORMS INVOLVED.** The first form is a **Civil Court Filing Statement-Contact Information** you need to fill out (there are no instructions for this form as it is self-explanatory). The second form is a **Summons** which may be required. The third form is the **Complaint**. You will need to fill in the necessary information with the help of the instructions below and file the forms with the clerk of the RST Tribal Court.

**What is a Civil Court Filing Statement-Contact Information?** This will allow the Clerk of Courts the ability to contact the parties when needed for scheduling and service of papers by mail. It will also allow the Court Process Server to locate and personally serve the defendant with the Summons and Complaint for Paternity and Custody.

**What is a Summons?** A summons is a document that is served with the complaint on the opposing party you are suing them for paternity, custody and/or child support. A summons notifies the opposing party that an action for paternity in the form of a complaint has been filed against them and that the opposing party must answer in writing to both you and the court that they deny your claims in the complaint. If the opposing party fail to answer your summons and complaint within 30 days after service on them or if they fail to appear you may seek a default judgment.

**What is a Complaint?** A complaint sets out your cause of action or claim against the opposing party. A complaint puts the court and the opposing party on notice of what a plaintiff's claims are. If you file a summons and complaint you are called the plaintiff. The person you are seeking to paternity and custody against is called the defendant. In this case it is letting the defendant know that the plaintiff has filed for paternity and any other claims the plaintiff has against the defendant such as child custody and child support.

**Filing and service fees.** The court will require payment of a filing fee unless waived to file your summons and complaint with the court. There is also a fee to have your summons and complaint served on the defendant. It is required by law that your summons and complaint be personally served on the defendant. This can be by the Court Process Server which will incur a service fee to have them serve your papers. You can file a motion to waive the filing and service fees if you can show you are indigent or don't have the resources to pay the fees. Use the **Motion to Waive Filing and Service Fees** form to ask the court to waive those costs or for a partial waiver. You can also have a tribal member over the age of 18 and not a party to the action serve the defendant with the summons and complaint and they may do it free. If you go this route, have the person who serves the court papers on the defendant complete the **Affidavit of Service** form and you must file the affidavit with the court as proof the defendant was served. If the defendant will

admit service have the defendant fill out the **Admission of Service** form and file it with the court to prove service was made.

**Jurisdiction.** In order for Rosebud Sioux Tribal Court to hear your claim the court must have jurisdiction. First, the court must have jurisdiction over the people involved, that means the court must have jurisdiction over you and the opposing party. Second, the court must have jurisdiction over the subject matter of the plaintiff's claim. This means the court has jurisdiction to hear type of claim you filed such as paternity.

**How to file a summons and complaint.** A summons and complaint is filed when you take them to the courthouse and file them along with the filing fee and Civil Cover Sheet-Contact Information with the clerk of courts. When you file your complaint or petition with the clerk, please date and sign the form in front of the clerk so they can notarize your signature.

**What happens if the opposing party fails to Answer.** If the opposing party fails to answer your summons and complaint within 30 days after being served with the summons and complaint, you can ask the court for a default judgment.

**Please use the Pro Se Paternity and Custody Guide to help you understand the issues and how to proceed with the paternity action in court.**

**CIVIL COURT FILING STATEMENT-CONTACT INFORMATION**

**PLAINTIFF(S):**

**A. Full Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

\_\_\_\_\_  
**Physical Address or Direction to Residence:** \_\_\_\_\_

**Contact Numbers:**

**Cell:** \_\_\_\_\_ **Home:** \_\_\_\_\_ **Work:** \_\_\_\_\_

**Employed? Yes No Place of Employment:** \_\_\_\_\_

**DEFENDANT(S):**

**A. Full Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

\_\_\_\_\_  
**Physical Address or Direction to Residence:** \_\_\_\_\_

**Contact Numbers:**

**Cell:** \_\_\_\_\_ **Home:** \_\_\_\_\_ **Work:** \_\_\_\_\_

**Employed? Yes No Place of Employment:** \_\_\_\_\_

**Age:** \_\_\_\_\_ **Height:** \_\_\_\_\_ **Weight:** \_\_\_\_\_ **Color of Hair:** \_\_\_\_\_

**Length:** \_\_\_\_\_

**Type/Location/Color/Description of Residence:** \_\_\_\_\_

**Make/Model/Color Year of Vehicle:** \_\_\_\_\_

**Other Description or Information that can Aid in Serving Papers on the Defendant:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**INSTRUCTIONS FOR FILLING OUT THE FORM.** To fill out this form follow these instructions. The number below is the number on the form where the information for that number needs to be inserted. You can print this page in its entirety or you can scroll down to the summons form and then scroll down further to find the complaint. There will be a blank screen between these instructions and the forms and between the forms so keep scrolling or just copy this page in its entirety.

Instructions for filling out the **Summons**:

- (1) on this line insert your name.
- (2) on this line insert the name of the person you want to divorce.
- (3) on this line insert your name.
- (4) on this line insert your entire mailing address.
- (5) on this line insert the day.
- (6) on this line insert the month.
- (7) on this line insert the year.
- (8) on this line insert your name by signing.

ROSEBUD SIOUX TRIBAL COURT )  
ROSEBUD INDIAN RESERVATION )SS  
ROSEBUD, SOUTH DAKOTA )

IN CIVIL COURT

(1) \_\_\_\_\_

DOCKET \_\_\_\_\_

PLAINTIFF(S)

VS

SUMMONS

(2) \_\_\_\_\_

DEFENDANT(S)

THE ROSEBUD SIOUX TRIBE TO THE ABOVE NAMED DEFENDANT(S):

You are hereby summoned and required to answer the Complaint of the Plaintiff(s) in the above entitled action, a copy of the Complaint is attached hereto and is hereby served upon you, and to serve a copy of your answer to the Complaint on the Plaintiff, (3) \_\_\_\_\_, at the address of (4) \_\_\_\_\_, thirty (30) days after service of the Summons upon you; exclusive of the day of such service; and in the case of your failure to Answer the Plaintiff's Complaint within that time, judgment may be rendered against you as requested in the Complaint.

Dated this (5) \_\_\_\_\_ day of (6) \_\_\_\_\_, (7) \_\_\_\_\_.

(8) \_\_\_\_\_  
Plaintiff

Instructions for filling out the **Complaint**:

- (1) on this line insert your name.
- (2) on this line insert the name of the alleged biological father of the child(ren) involved.
- (3) on this line insert your name.
- (4) if you are an enrolled member of a federally recognized tribe leave this blank. If you are not enrolled in any tribe insert "not".
- (5) insert the name of your tribe or if you are not enrolled in any tribe please indicate.
- (6) insert "within" if you live on a reservation or insert "outside" if you live outside the reservation where you are filing this complaint.
- (7) insert the name of the reservation you currently reside or leave blank if you do not live on a reservation.
- (8) insert your mailing address.
- (9) if defendant is enrolled in a federally recognized tribe leave this line blank. If defendant is not enrolled in any tribe insert "not".
- (10) insert the name of the defendant's tribe or if defendant is not enrolled in any tribe please indicate.
- (11) insert "within" if defendant lives on a reservation or insert "outside" if defendant lives outside the reservation where you are filing this complaint.
- (12) insert the name of the reservation defendant currently resides or leave blank if defendant does not live on a reservation.
- (13) insert defendant's mailing address if you know what it is otherwise insert "unknown".
- (14) insert each child's name as it appears on their birth record.
- (15) insert each child's correct date of birth (DOB).
- (16) insert the city, county and state where each child was born.
- (17) if defendant has not admitted paternity insert "not" otherwise leave this line blank.
- (18) if defendant is named as the father of the child(ren) on the child(ren)'s birth certificate leave this line blank or if defendant is not named as the father insert "not".
- (19) on this line insert the day.
- (20) on this line insert the month.
- (21) on this line insert the year.
- (22) on this line insert your name by signing.

ROSEBUD SIOUX TRIBAL COURT )  
ROSEBUD INDIAN RESERVATION )SS  
ROSEBUD, SOUTH DAKOTA )

IN CIVIL COURT

(1) \_\_\_\_\_  
\_\_\_\_\_

DOCKET \_\_\_\_\_

PLAINTIFF(S)

COMPLAINT FOR PATERNITY,  
CUSTODY AND CHILD  
SUPPORT

VS

(2) \_\_\_\_\_  
\_\_\_\_\_

DEFENDANT(S)

Comes now (3) \_\_\_\_\_ (“Plaintiff”) and for his complaint against the Defendant, states and alleges as follows:

1. That Plaintiff is (4) \_\_\_\_\_ an enrolled member of (5) \_\_\_\_\_, and is presently residing (6) \_\_\_\_\_ the exterior boundaries of the (7) \_\_\_\_\_. Plaintiff’s address is (8) \_\_\_\_\_.

2. That Defendant is (9) \_\_\_\_\_ an enrolled member of the (10) \_\_\_\_\_, presently residing (11) \_\_\_\_\_ the exterior boundaries of the (12) \_\_\_\_\_. Defendant’s address is (13) \_\_\_\_\_.

3. That Defendant gave birth to the following child(ren) out of wedlock:

a. (14) \_\_\_\_\_ DOB:(15) \_\_\_\_\_ at(16) \_\_\_\_\_  
\_\_\_\_\_.

b. (14) \_\_\_\_\_ DOB:(15) \_\_\_\_\_ at(16) \_\_\_\_\_  
\_\_\_\_\_.

c. (14) \_\_\_\_\_ DOB:(15) \_\_\_\_\_ at(16) \_\_\_\_\_  
\_\_\_\_\_.

d. (14) \_\_\_\_\_ DOB:(15) \_\_\_\_\_ at(16) \_\_\_\_\_  
\_\_\_\_\_.

e. (14) \_\_\_\_\_ DOB:(15) \_\_\_\_\_ at(16) \_\_\_\_\_  
\_\_\_\_\_.

f. (14) \_\_\_\_\_ DOB:(15) \_\_\_\_\_ at(16) \_\_\_\_\_  
\_\_\_\_\_.

g. (14)\_\_\_\_\_ DOB:(15)\_\_\_\_\_ at(16)\_\_\_\_\_

h. (14)\_\_\_\_\_ DOB:(15)\_\_\_\_\_ at(16)\_\_\_\_\_

4. That at the time of the conception of said child(ren) the Defendant was having sexual relations with the Plaintiff to the exclusion of all others.

5. That the Plaintiff is the natural father of said minor child(ren) and has (17)\_\_\_\_\_ admitted paternity and is (18)\_\_\_\_\_ named as the father on the child(ren)'s birth certificate.

6. That Plaintiff is the child(ren)'s primary caretaker and has had the care custody and control of the child(ren), and it is in the child(ren)'s best interest that the care, custody, and control be awarded to Plaintiff.

7. That the Defendant is an able-bodied person capable of paying child support to the Plaintiff in an amount deemed reasonable by the Court.

WHEREFORE, Plaintiff prays that this Court order that

- A. This court has jurisdiction over the parties and the subject matter herein;
- B. The Plaintiff be declared the natural and biological father of the above named minor child(ren);
- C. The Plaintiff be granted custody of the child(ren);
- D. The Defendant pay a reasonable amount of child support;
- E. That the State(s) of each child's birth amend the birth record of each child to reflect that the plaintiff is the natural and biological father of the child if does not so reflect;
- F. That the Defendant reimburse the Plaintiff for the fees she incurred in this matter;
- G. For any other relief the Court deems just and equitable.

Dated this (19)\_\_\_\_\_ day of (20)\_\_\_\_\_, (21)\_\_\_\_\_.

(22)\_\_\_\_\_  
Plaintiff

VERIFICATION

Rosebud Indian Reservation            )  
  )SS  
Rosebud, South Dakota                 )

(3) \_\_\_\_\_, being first duly sworn on oath, state and depose that she is the plaintiff in the foregoing Complaint, that she has duly executed said Complaint after reading the same, they she knows the content thereof to be true to her own knowledge, except those matters stated to be on information and belief, which matters she believes to be true.

Dated this (19)\_\_\_\_ day of (20)\_\_\_\_\_, (21)\_\_\_\_\_.

(22) \_\_\_\_\_  
Plaintiff

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

\_\_\_\_\_  
Notary Public  
My commission expires:  
(SEAL)