

APPLICATION TO REOPEN CASE

The forms in this packet are to be used as a **template**, the forms may not address all of your needs. Please read the instructions carefully before completing the forms. The Court Clerks **CANNOT** accept documents that do not conform to the instructions in this packet.

You should refer to the Comanche Nation Tribal Court Codes prior to filing any petition or pleadings for a complete understanding of the rules and procedures governing your case. Should you need assistance in preparing any documents, you must consult with an attorney at your own expense. The Court Clerks are prohibited by Ethical Code and Court Rules to provide legal advice and help parties prepare or type court documents. Different situations may require special procedures and the Court Clerks **CANNOT** advise you on how to proceed or what forms may be necessary in specific situations.

INSTRUCTIONS FOR FILING

IMPORTANT INFORMATION PLEASE READ!!!

1. Documents must be Printed or typed and MUST BE LEGIBLE. If the Court is unable to read your documents it may adversely affect your case.
2. Documents must be signed in front of the Court Clerk or a notary public when you are ready to file.
3. Filing fees, copy fees, etc. can be made by DEBIT CARD, CASHIER'S CHECK or MONEY ORDER and must be payable to "Comanche Nation Tribal Court". Filing fees MUST be paid at the time of filing your petition. If you are unsure of the amount of the filing fees, contact the Court Clerk.
4. Submit original Documents, a copy fee will apply to all copies made by the court clerk over 50 pages in length. If the Court Clerk makes your copies, you will be charged a copy fee of \$10.00 for any copies over 50 pages.
5. Documents must have the FULL ADDRESS including street, city, state & zip of the parties to be served. Obtaining this information is **your** responsibility.
6. Applications filed MUST have a copy of the relevant tribal enrollment card/CDIB and be submitted with the application when filed. Obtaining these documents is YOUR responsibility.
7. Proof of Service of a Petition is MANDATORY for your case to proceed. Obtaining proof of service is **your** responsibility.

Court Clerks WILL NOT accept documents
that do not conform to these Instructions.

APPLICATION TO REOPEN CASE	
Petition or Complaint	Filing Fee
Misc. Civil Actions	\$40.00
Additional Court Costs	
Summons (each) PER PERSON SUMMONED	\$15.00
SUMMONS BY PUBLICATION (Actual Publication is to be done independently at your own additional expense through a proper publishing source)	\$35.00
SERVICE Outside of Territorial Jurisdiction (by certified mail through the Court Clerk)	\$15.00
SERVICE (Independently done, may incur additional expense of Private Process Server. Proof of Service must be filed with the Court)	
COPY FEES (filer must provide all necessary copies of filings or a copy fee will apply to all copies made by the court clerk over 50 pages in length)	\$10.00 flat fee for copies made by the court clerks over 50 pages.

IN THE COMANCHE NATION TRIBAL COURT
LAWTON, OKLAHOMA

In the matter of:

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Case No. ____ - ____ - ____

APPLICATION TO REOPEN CASE

COMES NOW, _____, Applicant, and moves the Court to
reopen the above styled matter for the reason that

_____.

WHEREFORE, upon application, Applicant requests that this matter be reopened
for the above stated purpose.

Signature of Applicant

Applicant (print full name)

Date