

ADMINISTRATOR OF ESTATE PACKET

COURT OF INDIAN OFFENSES FOR THE SOUTHERN PLAINS REGION

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(located inside the Anadarko Agency)

The forms in this packet are to be used as a template, if you are seeking Letters of Administration of Estate. Please read the instructions carefully before completing the forms. The Court Clerks CANNOT accept petitions that does not conform to the instructions included in this packet.

Should you need assistance in preparing the petition, you must consult with an attorney at your own expense. This court does not have legal aid. 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.

PACKET CONTAINS:

Instruction Sheet

Petition Form

Entry of Appearance & Waiver
Form

Sample Administrator of Estate
Petition

Sample Entry of Appearance &
Waiver



Website: <http://www.bia.gov/WhoWeAre/RegionalOffices/SouthernPlains/WeAre/ciospr/index.htm>



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Instructions for Filing a Petition for Administrator of Estate

IMPORTANT INFORMATION – PLEASE READ!

These standard instructions are informational purposes only and do not constitute legal advice about your case. If you do not understand this information, please contact an attorney.

STEP 1: Complete forms.

- Petition for Administrator of Estate
- Entry of Appearance and Waiver
- Summons

NOTE: Forms must be typed double-spaced and on letter size paper. The forms provided in this packet are guides to be used in preparing your documents for filing divorce. The forms must be re-typed. Forms must include all the required information (addresses, telephone numbers, email addresses, etc.) It is YOUR responsibility to provide the required information on the forms.

STEP 2: Obtain copies of required documents.

- Tribal Enrollment Verification (Tribal ID, Certificate Degree of Indian Blood, or Letter from Tribe) for the deceased
- Death Certificate for the deceased

NOTE: Obtaining these documents is YOUR responsibility.

STEP 3: Obtain a Money Order or Cashier's Check for filing.

- \$60.00 filing fee plus \$25.00 service fee for each interested party

NOTE: Money Order or Cashier's Check made payable to "Bureau of Indian Affairs". No personal checks are accepted. Insure that you receive a receipt for the filing fee from the Court Clerk at the time of filing.

STEP 4: Submit forms, documents and filing fee for filing to the Court Clerk.

- Petition for Administrator of Estate
- Entry of Appearance and Waiver (must be filed by the Defendant at least one (1) day after filing the Petition for Administrator of Estate)
- Summons
- Tribal Enrollment Verification (Tribal ID, Certificate Degree of Indian Blood, or Letter from Tribe) for deceased.
- Death Certificate
- Money Order or Cashier's Check (\$60.00 filing fee plus service fee made payable to "Bureau of Indian Affairs")

NOTE: If all forms, documents, and filing fees are not submitted at the time of filing, it will be returned back to you, until you obtain ALL required forms, documents and filing fees for filing.

Petition for Administrator of Estate must be signed in front of the Court Clerk or a notary public.