

GUARDIANSHIP OF MINOR CHILD PACKET

COURT OF INDIAN OFFENSES FOR THE SOUTHERN PLAINS REGION

Mailing Address:
P.O. Box 368
Anadarko, Oklahoma 73005

Phone: 405/247-8527 or 8508
Fax: 405/247-7240
Email: edwina.gutierrez@bia.gov

Physical Location:
Highway 281 North & Parker McKenzie Drive
Anadarko, Oklahoma
(located inside the Anadarko Agency)

The forms in this packet are to be used as a template, if you are seeking a guardianship of a minor child or children. 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:

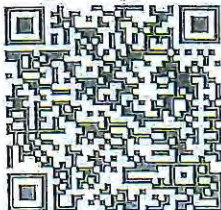
Instruction Sheet

Petition Form

Entry of Appearance &
Waiver Form

Sample Guardianship of
Minor Child Petition

Sample Entry of Appearance & Waiver



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



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GUARDIANSHIP FLOW CHART: Guardianship Process

"PETITION FOR GUARDIANSHIP" - The petitioner prepares and files the *petition* with the Court Clerk. This is the document filed by the petitioner to start the guardianship action.

If Entry of Appearance and Waiver(s) is NOT filed with the Petition for Guardianship.

If Entry of Appearance and Waiver(s) (for ALL interested parties) is filed with the Petition for Guardianship.

▼
"SUMMONS" - The Court Clerk will prepare *summons* to all interested parties advising him/her that that have 30 days to answer to the petition.

▼
"SERVICE OF PROCESS" - Serve all interested parties defendant with copy of the petition and summons sent certified mail.

▼
"ANSWER" - Defendant must respond to the petition within 30 days. The *answer* states whether or not the defendant agrees with the petition. If the defendant doesn't file an answer, the Court assumes that the defendant agrees to the terms in the petition.

▼
"NOTICE OF HEARING" - The petitioner and all interested parties will receive a *notice of hearing* advising the parties of the scheduled guardianship hearing date and time.

▼
"GUARDIANSHIP HEARING" - The Judge will review the case file and ask a few basic factual question to the petitioner and interested parties. The Judge will rule on matters of the case and will act in the best interest of the incompetent adult or child(ren) in determining guardianship.

▼
"GUARDIANSHIP ORDER" - The petitioner will receive a certified *guardianship order* in the mail 2 weeks after the hearing. The guardianship order is an official document of the decision of the Judge.

▼
"ANNUAL GUARDIANSHIP REVIEW" - Annually you will receive notice of hearing advising the parties of the scheduled review hearing date and time to review the guardianship case.

Instructions for Filing a Petition for Guardianship (Minor Child)

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 Guardianship
- ☐ 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 minor child/children
- ☐ Birth Certificates for minor child/children

NOTE: Obtaining these documents is YOUR responsibility.

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

- ☐ \$60.00 filing fee
- ☐ \$25.00 service fee per parent and/or 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 Guardianship
- ☐ Entry of Appearance and Waiver (must be filed by the Defendant at least one (1) day after filing the Guardianship)
- ☐ Summons
- ☐ Tribal Enrollment Verification (Tribal ID, Certificate Degree of Indian Blood, or Letter from Tribe) for minor child/children
- ☐ Birth Certificates for minor child/children
- ☐ 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 Guardianship must be signed in front of the Court Clerk or a notary public.

**IN THE COURT OF INDIAN OFFENSES FOR THE SOUTHERN PLAINS REGION
ANADARKO, OKLAHOMA**

**IN THE MATTER OF THE
GUARDIANSHIP OF:**

_____,
DOB: _____;
_____ **Tribal Minor Child.**

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)
)

Case No. PG-____-____

PETITION FOR GUARDIANSHIP OF MINOR CHILD

COMES NOW, _____, Petitioner herein, Pro Se and for this cause of action, the Petitioner alleges and states the following:

1. That the Court of Indian Offenses for the Southern Plains Region has personal and subject matter jurisdiction to hear and decide this matter in accordance to 25 CFR 11.116 and 11.610;
2. That _____, minor child herein, is an enrolled member of the _____ Tribe of Oklahoma. A copy of the minor child's Tribal enrollment card/Certificate Degree of Indian Blood is submitted along with the petition to the Court.
3. That the minor child is _____ years old and was born on _____, _____. A copy of the minor child's birth certificate is submitted along with the petition to the Court;
4. That the minor child resides at _____ (**INCLUDE CITY, STATE & ZIP**) and has lived at this address for _____ (**STATE LENGTH OF TIME IN MONTHS OR YEARS AT THIS ADDRESS**);

That the Petitioner is an enrolled member of the _____ Tribe of Oklahoma and the Petitioner's address is _____; (**INCLUDE CITY, STATE & ZIP**) **OR**

That the Petitioner is non-Indian and the Petitioner's address is _____; (**INCLUDE CITY, STATE & ZIP**)

5. That according to the Petitioner's knowledge, the minor child, does not have a Court appointed guardian, and a guardian needs to be appointed for the reason that: (**EXPLAIN IN DETAIL WHY A GUARDIAN NEEDS TO BE APPOINTED**)
6. That the minor child needs a guardian appointed to provide for her/his care and maintenance and to oversee her/his affairs, both medically and financially;
7. That the Petitioner is the _____ (**STATE RELATIONSHIP**) of the minor child;
8. That the closest blood relatives names, addresses and relationship to the minor child, so far as know to the Petitioner are:
(**LIST EACH CLOSEST BLOOD RELATIVE'S NAME, FULL ADDRESS (INCLUDE CITY, STATE & ZIP) AND THE RELATIONSHIP THEY ARE TO THE CHILD**)
9. That the Petitioner is capable and willing to assume the responsibility of being the guardian of the minor child;

10. That the Petitioner is a fit and proper person to be appointed guardian to oversee the care and maintenance of the minor child;

****ONLY ADD 11. IF YOU ARE REQUESTING A TEMPORARY ORDER****

11. That a temporary order needs to be issued for the reason that **(EXPLAIN IN DETAIL WHY AN EMERGENCY FOR THE TEMPORARY ORDER EXISTS.)**

WHEREFORE, the Petitioner prays that the Court will issue an order appointing the Petitioner guardian of said minor child and that a hearing be set on this matter as soon as the Court deems necessary.

NAME, Petitioner
FULL ADDRESS (include city, state & zip)
TELEPHONE NO.
EMAIL ADDRESS (if available)

VERIFICATION

I, _____, being duly sworn to tell the truth and being of lawful age above 18 years of age, hereby states that I have prepared and read this petition and verify that all of the factual allegations contained in this petition are in fact true and correct to the best of my knowledge and belief, **UNDER PENALTY OF PERJURY.**

NAME, Petitioner

SUBSCRIBED AND SWORN TO BEFORE ME THIS ____ DAY OF _____,
20 ____.

(SEAL)

Court Clerk/ Deputy

**IN THE COURT OF INDIAN OFFENSES FOR THE SOUTHERN PLAINS REGION
ANADARKO, OKLAHOMA**

**IN THE MATTER OF THE
GUARDIANSHIP OF:**

_____,
DOB: _____;
_____ **Tribal Minor Child.**

)
)
) **Case No. PG-_____ - _____**
)
)
)

SUMMONS

**TO: Interested Party Name
Interested Party Address
Interested Party City/State/Zip Code**

YOU ARE HEREBY SUMMONED in the above named action and directed to file a written Answer to the attached Petition with the Court Clerk of this Court, within thirty (30) days after service of this Summons, which is herewith served upon you.

A copy of your Answer must also be delivered to the Petitioner or his/her attorney/advocate and proof of such service with your Answer must be filed in this Court.

If you fail to Answer this Petition within the time stated, judgment by default can be rendered against you for the relief demanded by the Petitioner.

(SEAL)

Court Clerk/Deputy
CFR Court
P.O. Box 368
Anadarko, Oklahoma 73005
Phone: 405/247-8511

Petitioner or Petitioner's Attorney:
Petitioner Name
Petitioner Address
Petitioner City/State/Zip Code
Phone: Petitioner Telephone Number

YOU MAY SEEK THE ADVICE OF AN ATTORNEY/ADVOCATE ON ANY MATTER CONNECTED WITH THIS SUIT OR YOUR ANSWER. SUCH ATTORNEY SHOULD BE CONSULTED IMMEDIATELY SO THAT AN ANSWER MAY BE FILED WITHIN THE TIME LIMIT STATED IN THIS SUMMONS.

CERTIFICATION

I, the undersigned Court Clerk, hereby certify that I emailed, faxed, hand delivered or mailed, a true and correct copy of this document and copy of the petition to the following interested party:

Certified Mail – Restricted Delivery

Article No.

Interested Party Name

Interested Party Address

Interested Party City/State/Zip Code

(SEAL)

Court Clerk/Deputy Court Clerk

**IN THE COURT OF INDIAN OFFENSES FOR THE SOUTHERN PLAINS REGION
ANADARKO, OKLAHOMA**

**IN THE MATTER OF THE
GUARDIANSHIP OF:**

Case No. PG-____-____

_____,
DOB: _____;
_____ Tribal Minor Child.

ENTRY OF APPEARANCE AND WAIVER

I, the undersigned relative of _____, being one of the persons having a right to the appointment of guardianship over the person of _____, do hereby waive my rights to said appointment in favor of the _____, Petitioner herein, and I respectfully pray that the Court will appoint Petitioner, as guardian over the above listed person and estate. Should I have objected to said appointment of the Petitioner, I am aware that I had the right to file an answer to said petition and appear in Court to make my objections known and that I waive that right.

Dated this _____ day of _____, 20_____.

Signature

Please print your name & address:

Telephone: _____

SHOULD YOU AGREE TO SIGN THIS WAIVER, PLEASE SIGN IN FRONT OF A NOTARY PUBLIC OR COURT CLERK AND RETURN TO THIS OFFICE EITHER BY MAIL OR IN PERSON.

State of Oklahoma; _____)
County of _____)

Before me, the undersigned Notary Public, came _____ this _____ day of _____, 20____, to me known to be the identical person who executed the above and foregoing Entry of Appearance and Waiver, and personally acknowledged to me that he/she has read, understood, and signed the same, and that he/she executed the same as his/her free and voluntary act and deed for the uses and purposes therein set forth. IN WITNESS THEREOF I have hereunto affixed my signature and official seal the date heretofore stated.

(SEAL)

NOTARY PUBLIC

My Commission Expires: _____

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY OF _____, 20_____.

COURT CLERK/DEPUTY

**IN THE COURT OF INDIAN OFFENSES FOR THE SOUTHERN PLAINS REGION
ANADARKO, OKLAHOMA**

**IN THE MATTER OF THE
GUARDIANSHIP OF:**

**Amy A. Doe,
DOB: 08/01/2000;
Tribal Minor Child.**

Case No. PG-____-____

PETITION FOR GUARDIANSHIP OF MINOR CHILD

COMES NOW, the Petitioner, Jane A. Doe, Petitioner herein, Pro Se and for this cause of action, the Petitioner alleges and states the following:

1. That the Court of Indian Offenses for the Southern Plains Region has personal and subject matter jurisdiction to hear and decide this matter in accordance to 25 CFR 11.116 and 11.610;
2. That Amy A. Doe, minor child herein, is an enrolled member of the Native Tribe of Oklahoma. A copy of the minor child's Tribal enrollment card is submitted along with the petition to the Court;
3. That the minor child is 11 years old and was born on August 1, 2000. A copy of the minor child's birth certificate is submitted along with the petition to the Court;
4. That the minor child resides at 1234 Native Drive, Anadarko, Oklahoma 73005 and has lived at this address for 3 months;
5. That the Petitioner is an enrolled member of the Native Tribe of Oklahoma and the Petitioner's address is 1234 Native Drive, Anadarko, Oklahoma 73005;
6. That according to the Petitioner's knowledge, the minor child, does not have a court appointed guardian and a guardian needs to be appointed for the reason that:

The biological parents of Amy A. Doe have both joined the military and they have decided that it was in the best interest of the minor child to remain with the maternal grandparent while in basic training;

7. That the minor child needs a guardian appointed to provide for her care and maintenance and to oversee her affairs, both medically and financially;
8. That the Petitioner is the maternal grandparent of the minor child;
9. That the closest blood relatives names, addresses and relationship to the minor child, so far as known to the Petitioner are:

Jane A. Doe, Mother
P.O. Box 0000
Fort Sill, Oklahoma 73503

John M. Doe, Father
P.O. Box 0000
Fort Sill, Oklahoma 73503

10. That the Petitioner is capable and willing to assume the responsibility of being the guardian of the minor child;
11. That the Petitioner is a fit and proper person to be appointed guardian to oversee the care and maintenance of the minor child;

WHEREFORE, the Petitioner prays that the Court will issue an order appointing the Petitioner as guardian of said minor child and that a hearing be set on this matter as soon as the Court deems necessary.

JANE A. DOE, Petitioner
1234 Native Drive
Anadarko, Oklahoma 73005
(405)247-0000
janeadoe@yahoo.net

VERIFICATION

I, Jane A. Doe, being duly sworn to tell the truth and being of lawful age above 18 years of age, hereby states that I have prepared and read this petition and verify that all of the factual allegations contained in this petition are in fact true and correct to the best of my knowledge and belief, **UNDER PENALTY OF PERJURY.**

Jane A. Doe, Petitioner

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY OF _____,
20_____.

(SEAL)

Court Clerk/ Deputy

IN THE COURT OF INDIAN OFFENSES FOR THE SOUTHERN PLAINS REGION
ANADARKO, OKLAHOMA

IN THE MATTER OF THE
GUARDIANSHIP OF:

JANE DOE,
DOB: 08/09/1998;
Kiowa Tribal Minor Child.

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)
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Case No. PG-_____-_____

SUMMONS

TO: Janey Doe
123 ABC Street
Anadarko, OK 73005

YOU ARE HEREBY SUMMONED in the above named action and directed to file a written Answer to the attached Petition with the Court Clerk of this Court, within thirty (30) days after service of this Summons, which is herewith served upon you.

A copy of your Answer must also be delivered to the Petitioner or his/her attorney/advocate and proof of such service with your Answer must be filed in this Court.

If you fail to Answer this Petition within the time stated, judgment by default can be rendered against you for the relief demanded by the Petitioner.

(SEAL)

Court Clerk/Deputy
CFR Court
P.O. Box 368
Anadarko, Oklahoma 73005
Phone: 405/247-8511

Petitioner or Petitioner's Attorney:
James Doe
999 May Avenue
Anadarko, OK 73005
Phone: 405-555-5555

YOU MAY SEEK THE ADVICE OF AN ATTORNEY/ADVOCATE ON ANY MATTER CONNECTED WITH THIS SUIT OR YOUR ANSWER. SUCH ATTORNEY SHOULD BE CONSULTED IMMEDIATELY SO THAT AN ANSWER MAY BE FILED WITHIN THE TIME LIMIT STATED IN THIS SUMMONS.

CERTIFICATION

I, the undersigned Court Clerk, hereby certify that I emailed, faxed, hand delivered or mailed, a true and correct copy of this document and copy of the petition to the following interested party:

Certified Mail – Restricted Delivery

Article No. _____

Janey Doe

123 ABC Street

Anadarko, OK 73005

(SEAL)

Court Clerk/Deputy Court Clerk

SAMPLE

IN THE COURT OF INDIAN OFFENSES FOR THE SOUTHERN PLAINS REGION
ANADARKO, OKLAHOMA

IN THE MATTER OF THE
GUARDIANSHIP OF:

Jane Ann Doe,
DOB: 08/01/2000;
Tribal Minor Child.

Case No. PG-____-____

ENTRY OF APPEARANCE AND WAIVER

I, the undersigned relative of Jane A Doe being one of the persons having a right to the appointment of guardianship over the person of Jane A Doe, do hereby waive my rights to said appointment in favor of the Annie J. Doe, Petitioner herein, and I respectfully pray that the Court will appoint Petitioner, as guardian over the above listed person and estate. Should I have objected to said appointment of the Petitioner, I am aware that I had the right to file an answer to said petition and appear in Court to make my objections known and that I waive that right.

Dated this _____ day of _____, 20____.

Signature

Please print your name & address: _____
Annie J. Doe

Print Address

Telephone:

SHOULD YOU AGREE TO SIGN THIS WAIVER, PLEASE SIGN IN FRONT OF A NOTARY PUBLIC OR COURT CLERK AND RETURN TO THIS OFFICE EITHER BY MAIL OR IN PERSON.

State of Oklahoma;)
County of _____)

Before me, the undersigned Notary Public, came _____ this _____ day of _____, 20____, to me known to be the identical person who executed the above and foregoing Entry of Appearance and Waiver, and personally acknowledged to me that he/she has read, understood, and signed the same, and that he/she executed the same as his/her free and voluntary act and deed for the uses and purposes therein set forth. IN WITNESS THEREOF I have hereunto affixed my signature and official seal the date heretofore stated.

(SEAL)

NOTARY PUBLIC

My Commission Expires: _____

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY OF _____, 20____.

COURT CLERK/DEPUTY