

INSTRUCTIONS FOR IN PRO PER MOTION AND NOTICE OF HEARING

Motions are governed by GTB Tribal Court Rule (GTBCR) 4.119. You should fill out the motion form as completely and as accurately as possible. Feel free to use additional sheets and attach them to your motion if necessary. By signing the motion form, you are certifying that the facts you have stated in your motion are true to the best of your knowledge, information and belief.

Please state what the problem or issue is that you are having with regard to this case, and what action you would like the Court to take (i.e. what relief you are asking of the Court). Be as specific as possible.

Please do not fill out the Notice of Hearing section. That section will be completed by the Court Clerk.

A \$20 motion fee must be filed with the motion. If you are indigent or on public assistance and cannot afford the motion fee, you may file a separate written request to have the Court waive the motion fee.

You will be given a copy of this Motion to keep for your own records and a second copy that you must send to the opposing party or parties, or that party's attorney. You may send the opposing party their copy by ordinary U.S. mail, you may personally serve the copy, or you may have a process server or law enforcement officer serve it for you. In any case, you must submit a completed proof of service to the Court at or before the time of the hearing scheduled on your motion. If you fail to file a completed proof of service, the Court may adjourn the hearing, or may dismiss your motion for failing to properly serve the other party. GTB Tribal Court Rules governing service of motions in civil cases are GTBCR 4.107 and GTBCR 4.119(C).

If you do not appear in Court on the date and time designated on this form, it is likely that the Court will dismiss the motion, and the Court may enter an order sanctioning you.

The Tribal Court clerks are not permitted to give you legal advice, and are limited as to what questions they may answer. If you have questions of a legal nature, you should contact an attorney. The Tribal Court staff is permitted to provide you with a list of attorneys who often practice before the Tribal Court. If you are a Defendant in a criminal case, you may file an Application for a Court Appointed Attorney with the Court. You may be ordered to eventually reimburse the Court for all or part of the costs of your court-appointed attorney.

IN THE TRIBAL COURT FOR THE GRAND TRAVERSE BAND OF OTTAWA & CHIPPEWA INDIANS	IN PRO PER MOTION AND NOTICE OF HEARING	CASE NO.
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Court Address  
 2605 N.W. Bay Shore Drive, Peshawbestown, MI 49682

Court Phone  
 (231) 534-7050

Petitioner name, address and phone number	v.	Respondent's name, address and phone number
Petitioner's attorney/lay advocate name, address, telephone		Respondent's attorney/lay advocate name, address telephone
In the matter of:		

MOTION

1. My name is: \_\_\_\_\_

2. My address is: \_\_\_\_\_

3. The best phone number to reach me during the day is: \_\_\_\_\_

4. I have a problem with regard to this case, which is (attach separate sheets if necessary): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

5. I would like the Court to take the following action with regard to the above problem (attach separate sheets if necessary):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

I hereby certify under penalty of perjury that the statements above are true to the best of my knowledge, information and belief.

Dated: \_\_\_\_\_

\_\_\_\_\_  
 Signature of Moving Party

NOTICE OF HEARING  
 (TO BE COMPLETED BY THE COURT CLERK)

A hearing has been set on this motion for the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_ a.m./p.m., at the Grand Traverse Band of Ottawa and Chippewa Indians Tribal Court, 2605 N.W. Bay Shore Drive, Peshawbestown, MI, 49682. ALL PARTIES TO THIS CASE MUST APPEAR AT THIS TIME AND PLACE. Failure to appear may result in a judgment or order being entered against you. THIS IS YOUR NOTICE OF HEARING. NO FURTHER NOTICES WILL BE SENT.

Dated: \_\_\_\_\_

\_\_\_\_\_  
 Tribal Court Clerk/Deputy Clerk

SHORT RESPONSE:

The applicant's motion is denied.

The application's motion is denied for the following reasons: \_\_\_\_\_  
\_\_\_\_\_

The applicant's motion is granted.

The applicant's motion is granted. In addition, \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Grand Traverse Band of Ottawa and Chippewa Indians  
Tribal Court Judge

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Dated: \_\_\_\_\_

\_\_\_\_\_  
Tribal Court Clerk/Deputy Clerk

PROOF OF SERVICE

In Pro Per Motion and Notice of Hearing Case No.

TO MOVING PARTY OR PROCESS SERVER: You must serve the copies of the notice of hearing and file proof of service with the Court Clerk. If you are unable to complete service, you must return this original and all copies to the court clerk.

CERTIFICATE / AFFIDAVIT OF SERVICE / NON-SERVICE

Form with two options: PARTY OR OFFICER CERTIFICATE and AFFIDAVIT OF PROCESS SERVER, each with a description of the role and whether a notary is required.

I served a copy of the notice of hearing by:
personal service
registered or certified mail (copy of return receipt attached) on:

Table with 3 columns: Defendant's Name, Complete address(es) of service, Day, date, time. Includes a row for Law Enforcement Agency.

After diligent search and inquiry, I have been unable to find and serve the defendant. I have made the following efforts in attempting to serve process:

I have personally attempted to serve a copy of the notice of hearing on Name at Address and have been unable to complete service because the address was incorrect at the time of filing.

Table with 4 columns: Service Fee, Miles Traveled, Mileage Fee, Total Fee, each with a dollar sign.

Signature
Title

Subscribed and sworn to before me on Date County, Michigan.

My commission expires: Date Signature: Deputy court clerk/Notary Public

ACKNOWLEDGMENT OF SERVICE

I acknowledge that I have received a copy of the notice of hearing on Day, date, time on behalf of Signature