



Nooksack Tribal Court Filing Instructions and Fees

The information provided below is meant to be used as a guide, and does not constitute legal advice. More complete filing information can be found in Title 10, sections 10.05.050 (Filing, Time Limits, and Notice), 10.05.060 (Timing) and 10.05.070 (Form of Pleadings) of Title 10, which can be obtained on the Laws & Ordinances page of the tribe's website.

When filing papers with the Tribal Court a pre-paid fee is required. However, if you are experiencing economic hardship, a *Motion for Waiver of Filing Fee* can be submitted with your forms. Waivers may be granted on a case-by-case basis. Please see the attached Nooksack Tribal Court Filing Fee Schedule.

1. Filing fees are to be paid to Nooksack Tribal Accounting, located at 5016 Deming Road, Deming, WA, 98244. You will be given a receipt, which you must provide to the Court Clerk along with the document to be filed.
2. To file, give the Court Clerk the completed document(s), plus one copy. The Court Clerk will file-stamp the original document(s) and the copy will be given to the judge who will be hearing the case. *If you want a file-stamped copy for yourself and/or the party you are filing against, please bring additional copies.*
3. If you are required to serve the party you are filing against (give them a copy of the document(s) you have filed), a *Declaration of Service* must be completed by the person who served the document. You then must file the *Declaration of Service*, plus a copy for the judge, with the Court Clerk. *If you want a file-stamped copy for yourself and/or the party you are filing against, please bring additional copies.*
4. If a hearing has been scheduled, a *Notice of Hearing* must be served on the other party. Once served, you must file the *Declaration of Service*, plus a copy for the judge, with the Court Clerk. *If you want a file-stamped copy for yourself and/or the party you are filing against, please bring additional copies.*