

SMALL CLAIMS-FORCIBLE ENTRY & DETAINER PACKET



IN THE DISTRICT COURT OF WYANDOTTE NATION

**Wyandotte Nation Courts
64700 E Hwy 60
Wyandotte, Ok 74370**

**Court Clerk Phone: 918-678-6342
Court Administrator Phone: 918-678-6394
Fax: 918-676-7002**

The forms in this packet are to be used as a template, if you are seeking to file a Small Claims-Forcible Entry & Detainer case. Please read the instructions carefully before completing the forms. The Court Clerk CANNOT accept a Forcible Entry & Detainer Affidavit that is not filled out completely.

Should you need assistance in preparing the Forcible Entry & Detainer Affidavit, you must consult with an Attorney at your own expense, the Nation does not have Legal Aid. The Court Clerk is prohibited and CANNOT provide legal advice and wording on court documents as mandated by Ethical Code and Court Rules. The Court Clerk provides guidance to ensure your case successfully flows through the Court system.

Packet contains:

1. Instructions
2. Small Claims Forcible Entry & Detainer Affidavit



IN THE DISTRICT COURT OF WYANDOTTE NATION

INSTRUCTIONS

SMALL CLAIMS-FORCIBLE ENTRY & DETAINER

IMPORTANT INFORMATION-PLEASE READ!

1. Small Claims Forcible Entry and Detainer Affidavit must be filled out completely to the best of your knowledge and ability.
2. The Plaintiff is the party or entity filing the Forcible Entry and Detainer Affidavit. The Defendant is the party that is being sued.
3. We must have a last known address for the Defendant to attempt service. If service cannot be made at that address, it will be your responsibility to provide to the court a new address for service.
4. Small Claims Forcible Entry and Detainer Affidavit must be signed in front of the Court Clerk or a Notary Public when you are ready to file.
5. Filing fees, copy fees, etc., must be made in the form of **CASH, CASHIER'S CHECK, MONEY ORDER, DEBIT/CREDIT CARD OR E-CHECK (there is a processing fee when using a debit/credit card or e-check)** and must be payable to "**Wyandotte Nation Courts**". Filing fees **MUST** be paid at the time of filing your Forcible Entry and Detainer Affidavit. If you are unsure of the amount of filing fees, contact the Court Clerk.
6. Submit original Small Claims Forcible Entry and Detainer Affidavit and one (1) copy of the Forcible Entry and Detainer Affidavit, if you would like a copy for your records. If the Court Clerk makes any copies, you will be charged \$1.00 for the first page and \$.50 for each additional page.
7. The Court Clerk will fill out a SUMMONS with a **DATE OF HEARING**. The Forcible Entry and Detainer Affidavit and Summons will be served on the Defendant at last known address by Tribal PD, Process Server, or Certified Mail. Please let the Court Clerk know your preferred service method.

FILING FEES-SMALL CLAIMS

FEE

Court Costs.....	\$75.00
Filing Fee.....	\$75.00
Summons	\$13.00
Certified Mail Fee.....	Per USPS
Private Process Server.....	\$60.00
Service by Tribal Police Department	\$30.00

OFFICE HOURS: 8:00AM-12:00PM and 1:00PM-4:30PM, MONDAY-FRIDAY

Mailing & Physical
Address:

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IN THE DISTRICT COURT OF WYANDOTTE NATION

_____,)
Plaintiff,)
)
vs.)
)
_____,)
Defendant,)

Case No: SC-_____

FORCIBLE ENTRY AND DETAINER AFFIDAVIT

_____, being duly sworn, deposes and says:

The defendant resides at _____,
and defendant's mailing address is _____.

The defendant is indebted to the plaintiff in the sum of \$ _____ for
rent and for the further sum of \$ _____ for damages to the premises rented by the
defendant; the plaintiff has demanded payment of said sum(s) but the defendant refused to pay
the same and no part of the amount sued for herein has been paid,

and/or

The defendant is wrongfully in possession of certain real property within the jurisdiction
of the Wyandotte Nation described as _____;
the plaintiff is entitled to possession thereof and has made demand on the defendant to vacate the
premises, but the defendant refused to do so.

Plaintiff

Subscribed and sworn to before me this _____ day of _____, 20____.

Notary Public (Clerk or Judge)