



WYANDOTTE NATION DISTRICT COURT  
WYANDOTTE NATION DISTRICT COURT  
FILED in The Office of the Court Clerk

NOV 04 2020  
2:57 AM KF

Date

*Kathy Rank*  
Court Clerk

In the Matter of:

Guardianship of Minor  
Child Packet

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ADM-20-1

ADMINISTRATIVE ORDER

NOW on this 4<sup>th</sup> day of October, 2020, in the District Court of the Wyandotte Nation, the Court approves the following packet to be issued by the Court Clerk's office to the public for pro se applicants for guardianship of minor child/ren.

*Jon W. Douthitt*  
Judge Jon Douthitt

# GUARDIANSHIP OF MINOR CHILD 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: 918-678-2005**

The forms in this packet are to be used as a template, if you are seeking a Guardianship of a Minor Child/ren. Please read the instructions carefully before completing the forms. The Court Clerk CANNOT accept a Petition that is not filled out completely.

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 Clerk is 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 Clerk CANNOT advise you on how to proceed or what forms may be necessary in specific situations.

Packet contains:

1. Instructions
2. Flow Chart
3. Petition
4. Consent to Appointment of Guardians
5. Notice of Hearing



IN THE DISTRICT COURT OF WYANDOTTE NATION

**INSTRUCTIONS**

**PETITION FOR GUARDIANSHIP OF MINOR CHILD/REN  
IMPORTANT INFORMATION-PLEASE READ!**

1. Petition for Guardianship of Minor Child/ren must be filled out completely to the best of your knowledge and ability.
2. Petition for Guardianship of Minor Child/ren must be signed in front of the Court Clerk or a Notary Public when you are ready to file.
3. Filing fees, copy fees, etc., must be made in the form of **CASH, CASHIER'S CHECK, MONEY ORDER, OR CREDIT CARD** and must be payable to "**Wyandotte Nation Courts**". Filing fees **MUST** be paid at the time of filing your Petition. If you are unsure of the amount of filing fees, contact the Court Clerk.
4. Submit original Petition for Guardianship of Minor Child/ren and a copy for each of the interested parties, who has NOT signed a Consent to the Appointment of Guardians and a copy for you, if you want a copy of the Petition for Guardianship of Minor Child/ren 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.

<b><u>FILING FEES-GUARDIANSHIP OF MINOR CHILD</u></b>	<b><u>FEE</u></b>
Petition for Guardianship of Minor Child/ren (Relative) .....	\$75.00
Petition for Guardianship of Minor Child/ren (Non Relative) .....	\$90.00
Service (Certified Mail) .....	\$13.00
Service (Tribal PD) .....	\$30.00
Service (Process Server) .....	\$50.00

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

Mailing Address: Wyandotte Nation Courts  
64700 E. Hwy 60  
Wyandotte, Ok 74370

Physical Address: 14325 Porcupine Rd.  
Wyandotte, Ok 74370

Telephone: Court Clerk: 918-678-6342  
Court Administrator: 918-678-6394

Fax: 918-678-2005



## 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 Consent to Appointment of Guardians if NOT filed with the Petition for Guardianship.*

*If Consent to Appointment of Guardians (for ALL interested parties) is filed with the Petition for Guardianship*



"NOTICE OF HEARING" - The Court Clerk will fill out and give you a hearing date about 30-40 days out from the filing of your Petition.



"NOTICE OF HEARING" - The Court Clerk will fill out and give you a hearing date for the next available hearing.



"SERVICE OF PROCESS" - Serve all interested parties with a copy of petition and notice of hearing sent by certified mail, served by Tribal PD or Process Server.



"GUARDIANSHIP HEARING" - The Judge will review the case file and ask a few basic factual questions to the petitioner and all interested parties. The Judge will rule on matters of the case and will act in the best interest of the child/ren in determining guardianship.



"GUARDIANSHIP ORDER" - All parties will receive a certified guardianship order in the mail approximately two 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.

- b. The Petitioner has not committed a felony and is not under any Order to register as a Sex Offender.
6. The Petitioner seeks an Order of Guardianship recognizing they can and are willing to look after the best interests of the above named minor child/ren.
7. That the biological Mother, \_\_\_\_\_ (name), is  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 (reason mother cannot keep child at this time)
8. That the biological Father, \_\_\_\_\_ (name), is  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 (reason father cannot keep child at this time)
9. The minor child/ren do not own any property at the time of the filing of this Petition other than miscellaneous personal property similar to that owned by any children of similar age. It is not necessary to appoint a guardian of the Estate for the reason that the children do not have significant amount of income or property.
10. The Petitioner request the Court waive the requirement of a bond.
11. It is in the best interests of the child/ren that this Court appoint the Petitioner as Guardian.

WHEREFORE, Petitioner prays that they be appointed Guardian of  
 \_\_\_\_\_ (child/ren's name/s)

and waive bond.

Respectfully submitted,

\_\_\_\_\_  
 PETITIONER

**VERIFICATION**

I, \_\_\_\_\_, being first duly sworn to tell the truth and being of lawful age above 18 years of age, hereby states that I have prepared and read the foregoing 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.**

\_\_\_\_\_  
PETITIONER

**SUBSCRIBED AND SWORN TO BEFORE ME THIS \_\_\_\_ DAY OF \_\_\_\_\_ 20 \_\_\_\_.**

\_\_\_\_\_  
**Court Clerk/Deputy or Notary Public**

SEAL

Commission Expires: \_\_\_\_\_



**IN THE DISTRICT COURT OF WYANDOTTE NATION**

**In Re the Guardianship of:**

\_\_\_\_\_  
**DOB:** \_\_\_\_\_

**Case No:** \_\_\_\_\_

\_\_\_\_\_  
**DOB:** \_\_\_\_\_

\_\_\_\_\_  
**DOB:** \_\_\_\_\_

**CONSENT TO THE APPOINTMENT OF GUARDIANS**

I, \_\_\_\_\_, DOB: \_\_\_\_\_, swear and affirm that I am the biological mother/father of the above named minor child/children,

\_\_\_\_\_,  
DOB: \_\_\_\_\_, and hereby state that after careful consideration of the circumstances and evidence, believe it is in the best interests of the child/children that \_\_\_\_\_ serve as Guardian/s.

Signed this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signature: \_\_\_\_\_  
Name Printed: \_\_\_\_\_

STATE OF \_\_\_\_\_ )

)

COUNTY OF \_\_\_\_\_ )

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by

\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My commission expires:  
\_\_\_\_\_

My commission number is:  
\_\_\_\_\_



**IN THE DISTRICT COURT OF WYANDOTTE NATION**

**IN THE MATTER OF:** )  
 )  
\_\_\_\_\_) )  
**DOB:** \_\_\_\_\_) )  
\_\_\_\_\_) )  
**DOB:** \_\_\_\_\_) )  
\_\_\_\_\_) )  
**DOB:** \_\_\_\_\_) )

**CASE NO:** \_\_\_\_\_

**NOTICE OF HEARING**

**YOU ARE HEREBY NOTIFIED** that the above styled and numbered case has been scheduled for **HEARING** on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ @ \_\_\_\_\_ AM/PM.

**IN THE COURTROOM OF THE WYANDOTTE NATION, LOCATED AT:**

**WYANDOTTE NATION TRIBAL COURT  
14325 PORCUPINE RD.  
WYANDOTTE, OK 74370**

DATED THIS \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Kristy Fink  
Court Clerk