

**INSTRUCTIONS FOR FILING A  
COMPLAINT  
WITH THE LOWER SIOUX TRIBAL COURT**

The Court cannot process an incomplete Complaint. Complaints must be submitted to the Clerk of Court (the “Clerk”) at the address listed below and contain the following:

1. Date and signature of Plaintiff.
2. All relevant and supporting documents regarding the Complaint.
3. A filing fee of Twenty-five and No/100 Dollars (\$25.00) **for each** Complaint is required in the form of cash, check or money order payable to the Lower Sioux Tribal Court at the time of filing your Complaint.
4. A service fee of Thirty-five and No/100 Dollars (\$35.00) **for each** service to be effected, in the form of cash, check or money order payable to the Lower Sioux Tribal Police at the time of filing your Complaint **only if** you wish to have Tribal Police effect service of the Summons and Complaint on Defendant.

**Note:** If an attorney is filing the Complaint on behalf of a client, he or she must be licensed to practice in the Lower Sioux Tribal Court. Attorney license applications can be obtained from the Clerk of Court.

**Steps in the process:**

1. After filing your Complaint, the Clerk will issue a Summons and mail the original Summons with a copy of the full Complaint to you (unless you request Tribal Police to effectuate service). If you request Tribal Police to make service and the fee is provided, the Clerk will forward the Summons directly to them.
2. If you choose **not to** have Tribal Police effect service, you must have Defendant personally served with the original Summons, copy of Complaint and its supporting documents (in accordance with Rule 3 of the Lower Sioux Rules of Civil Procedure), and then file the Affidavit of Service with the Clerk.
3. Defendant will have twenty (20) days to respond to the Complaint. The twenty (20) day count begins running the day **after** Defendant is served with the Summons.
4. How the case proceeds from this point depends in part on whether or not Defendant responds to the Complaint. If Defendant **does not** respond to the Complaint within the twenty (20) day time period, you then must file an Affidavit of No Answer and Motion for Default Judgment, **after** that twenty (20) day time period has fully run. The Court will then notify you by Notice of Hearing with the date and time you will need to appear in Tribal Court on your matter.

If you have questions or concerns, please contact the Clerk at the number listed below.

Clerk of Court  
Lower Sioux Indian Community in Minnesota Tribal Court  
PO Box 308, 39527 Res. Hwy #1  
Morton, MN 56270  
Tele: 507-697-8615 -- Fax: 507-697-8621