

**THE CONFEDERATED TRIBES OF COOS, LOWER UMPQUA & SIUSLAW INDIANS  
INSTRUCTIONS FOR FILING A COMPLAINT IN TRIBAL COURT**

Please note: if you are seeking a monetary amount of \$5,000.00 or less for recovery of money and /or specific property, or performance of a contract, the case will be referred to the Tribal Court's Small Claims Court. Please see instructions and form for filing a claim with our Small Claim's Court.

A civil action shall be commenced in Tribal Court by the filing of a complaint. The litigant filing the complaint shall determine the language used in the complaint. The litigant is not required to use this form, and may produce a complaint in any form which complies with Titles 1 and 2 of the CLUSI Tribal Code. A sample complaint is available on our website, or by visiting the Court in person during regular business hours.

Procedure:

- A. Plaintiff's name or name of business, address, and telephone contact information. Please include an email address if available.
- B. Defendant's name, address, and all known contact information.
- C. Fill in the facts that are known to Plaintiff, which Plaintiff(s) can prove, and which support the claim brought against the Defendant(s). Plaintiff(s) will be required to prove all facts not admitted by Defendant(s) in order to prevail.
- D. Fill in the specific relief requested. This may be in the form of an injunction, monetary amount, restoration, etc. "WHEREFORE" begins the prayer; a concise statement of what the Plaintiff(s) hopes to achieve as the result of the complaint.
- E. CLUSI Tribal Code provides that the prevailing party may be awarded costs and disbursements. The parties are responsible to review the rules to determine whether costs and disbursements may properly be allowed. Please include the amount of the claim requested, and the date the actions allegedly occurred.

F. The complaint must be dated.

G. The Plaintiff(s) or attorney for the Plaintiff(s) must sign the complaint. The document will not be accepted for filing by the Court Clerk unless it is signed.

Submit complaint and any attachments to Tribal Court Clerk with required filing fee (if applicable) or file by fax in accordance with Tribal Court Rules

Court Clerk will check Complaint for completeness. If submitted correctly, Clerk will file stamp the Complaint, assign a case number, and file in the Court's system.

The Court will issue notice of your Complaint upon the Defendant at the Defendant's last known address. Defendant will have (21) days after being served with the notice to either admit or deny the claim and issue a Response. You will be notified by the Court if or when a Response has been filed and if a hearing has been set.

**Please notify the Court of address or contact information changes.**

If these instructions do not answer your questions, please feel free to contact Tribal Court in person, or by calling (541) 888-1306, or via email [tribalct@ctclusi.org](mailto:tribalct@ctclusi.org)

The Court Clerk may answer questions about filing procedures, but cannot provide legal advice.