

1 PYRAMID LAKE TRIBAL COURT
2 P.O. BOX 257 / 221 HWY 447
3 NIXON, NV 8424
4

5
6 **CIVIL COMPLAINT**
7

8 **PACKET INCLUDES PETITION INSTRUCTIONS AND FILING PROCESS**
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10 **ATTENTION: THIS PACKET IS NOT A SUBSTITUTE FOR THE ADVICE OF AN ATTORNEY**
11 **OR ADVOCATE. COUNSEL IS ALWAYS RECOMMENDED FOR LEGAL MATTERS.**

12 **The laws governing the Pyramid Lake Paiute Reservation allow any person to represent**
13 **him/herself in any legal action heard in the Pyramid Lake Tribal Court. However, filing**
14 **Petitions/Application/Complaints with the Court and representing yourself in the**
15 **Courtroom can involve complex legal matters. This packet only addresses a few legal**
16 **issues involved in bringing your matter before Court.**

17 **When appearing pro se, Latin for “on one’s own behalf”, you are responsible for**
18 **understanding the law that governs your case and for filing the correct legal documents.**
19 **The laws and rules are set out in the Pyramid Lake Law & Order Code, the Federal Rules**
20 **of Civil Procedure, and the Pyramid Lake Tribal Court Operational Procedures.**

21 **When you return to the Court and sign these documents for filing, the Court assumes**
22 **that all documents are read carefully and all potential outcomes of litigation in this matter**
23 **are understood.**

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26 ****BEFORE FILING IN ANY PORTION OF THE PETITION, READ ALL MATERIALS**
27 **AND, IF NEEDED, REQUEST CLARIFICATION FROM THE COURT STAFF.****
28

1 1. Fill out the Civil Complaint (herein after "Complaint") completely. Use blue or
2 black ink only to fill out the forms and neatly print the information requested. DO
3 NOT USE WITE-OUT or any other fluid/tape on the forms. The Complaint will not
4 be accepted by the Court Personnel if correction fluid/tape is used.

5 ** Also, the following section of the Pyramid Lake Law & Order Code (herein after
6 "P.L.L.O.C.") references the statute of limitations which gives a time limit to file a
7 Complaint: §3.3.204 STATUE OF LIMITATIONS FOR CIVIL ACTIONS: "Every
8 action NOT COVERED BY THE Criminal provisions of this Code, unless
9 specifically addressed elsewhere in this Code or other applicable Tribal Law,
10 shall be barred unless the complaint is filed within two (2) years after the cause
11 of action first occurs."

12 2. On page 1, #1, state what it is you are trying to recover and the description of the
13 item(s).

14 3. On page 1, #2, state what the other party has done to facilitate this filing.

15 4. On page 1, #3, state whether you or the other party are residents of the Pyramid
16 Lake Reservation, as the P.L.L.O.C. states that you must be a resident of the
17 reservation for at least six (6) weeks prior to filing the complaint.

18 5. On page 2, state what led up to the incident that facilitated the filing, why you are
19 filing and what exactly you are requesting from the Court. Be specific and
20 thorough, as the Court cannot decide on issues that are not in the Complaint.

21 6. The third page must be completely filled out, as the Court staff are not locators of
22 addresses. Please state mailing and physical addresses as this is necessary for
23 proper service of complaint. **PLEASE BE ADVISED: We cannot and will not
24 look into the Court management System to locate an address, as it is your
25 responsibility.**

26 7. If you plan on returning to the Courthouse to file the Complaint, wait to sign the
27 Complaint in front of staff so they may sign stating that the signature was
28 witnessed. However, if you are mailing, emailing, or faxing the Complaint, have
each area designated for a signature, notarized.

8. Once the Complaint is completed and ready to be filed, submit the filing fee
(\$30.00), the civil service fee (\$15.00 if in the boundaries of the PL Reservation,

1 TBD if outside jurisdiction), and the complaint to Court Personnel. If the
2 Respondent resides outside of the Pyramid Lake Reservation the Court staff will
3 contact the county to determine the service fee, and you will be responsible to
4 pay the fee to the County in question.

- 5 9. If you are submitting your Complaint with an Application Waive Filing Fees
6 (herein after: "Application") the Complaint will not be filed until a decision on the
7 Application is rendered. Should the Judge approve the Application, your petition
8 will be filed, however, if it is denied, you will be contacted and must pay the filing
9 fee prior to the Complaint being filed. If the Application is approved, no filing fees
10 will be assessed for thirty (30) days per Application.
- 11 10. Once the Complaint is filed, Court staff will issue a Summons that must be
12 served on the Respondent. The Summons and Petition will be forwarded to the
13 Pyramid Lake Police Department (or applicable Police Department) for service.
14 Double check and make sure that the address noted for the Respondent is
15 correct as incorrect addresses will slow the process and could add additional
16 service fee charges.
- 17 11. Once the Respondent is served, he/she will have twenty (20) days to respond to
18 the Complaint. Once an Answer/Response is filed, along with the \$15.00 filing
19 fee, a hearing will be scheduled and all parties will be served notice via mail. If
20 the respondent chooses not to respond, the full twenty (20) days will be allocated
21 and a hearing will be scheduled on the 21st day.
- 22 12. If you are unable to appear on the date provided, you may request that this
23 matter be continued via Motion to Continue (herein after "Motion"). Submit Motion
24 and payment (\$15.00) at least eight (8) working days prior to the hearing. Do not
25 forget to send the opposing parties a copy of the Motion. If it is not submitted in a
26 timely manner, you will be required to appear as the Judge may deny your
27 motion and proceed with hearing.

28 *IF THERE ARE ANY FURTHER QUESTIONS, PLEASE DO NOT HESITATE TO
CALL THE PYRAMID LAKE TRIBAL COURT AT (775) 574-1094.*

1 **IN THE PYRAMID LAKE TRIBAL COURT IN AND FOR**
2 **THE PYRAMID LAKE INDIAN RESERVATION**
3 **WASHOE COUNTY, NEVADA**

4 **AFFIDAVIT IN SUPPORT OF CIVIL COMPLAINT**

5 I, _____, being first duly sworn on oath, affirm that I am
6 the affiant in this cause that the statements made herein are true and correct to the best
7 of my knowledge, recollection and belief, as follows:

8 _____
9 _____
10 _____
11 _____
12 _____
13 _____
14 _____
15 _____
16 _____
17 _____
18 _____
19 _____
20 _____
21 _____
22 _____

23
24 DATE: _____

AFFIANT: _____

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

26
27 _____
28 Notary Public/Court Clerk

