



SHINGLE SPRINGS BAND OF MIWOK INDIANS TRIBAL COURT  
P.O. Box 531, Shingle Springs, CA 95682

**PUBLIC GUIDE INFORMATION SHEET**  
**TOPIC: General Declaration for any Case**

**How to Fill Out a Declaration Form GEN-200**

Please read these instructions before filling out the form. If you have questions, please contact the Clerk of the Court. While Court staff cannot provide you with legal advice, staff may be able to provide you with referrals and resources to those who can assist you.

**Information of person Filing Form**

Please provide your name, address, and phone number in the “Information of Person Filing Form” section.

Then check the box that best describes who you are:

- Check “Petitioner” if you are the person who brought the case to court or asked the court to review the case.
- Check “Respondent” if you are the person who is being sued or tried in court by someone else.
- Check “Attorney/Advocate” if you are filling out this form on behalf of someone else either as their attorney or their advocate and write the name of the person you are representing on the line provided.
- Check “Other” if you are not the Petitioner, the Respondent, or an Attorney/Advocate for someone else. Then, describe who you are on the line provided (e.g. Grandparent of Child, Petitioner’s Employer, etc.).

**Case No. and Declaration of...**

You do **not** need to fill in the case number or the line after Declaration on the right side of the page. The Tribal Court will fill this information in.

**Petitioner / Respondent:**

If the parties in the case are adults, fill out the party names under Petitioner and Respondent and leave the “In Re: (*child/ren’s name/s*)” line blank.

Next to petitioner, write the name of the person who brought the case to court, or asked the court to review the case. The petitioner is the person who is asking the court to do something for them.

Next to respondent, write the name of the other party to the case, or the person who is being sued or tried in court by the petitioner. The respondent is the person who is responding to what the petitioner has asked the court to look into.

**In Re: (*child/ren’s name/s*):**

If the case is a guardianship, conservatorship, Family Wellness Court case, or other juvenile case (involving someone under the age of 18 years old), write the names of the child or person involved on the line provided. Leave the “Petitioner” and “Respondent” lines blank.



**Question 1: My name is...**

Please write your full name on the line provided.

**Question 2: I am over 18 years of age.**

There is no action required for question 2. However, if you are not 18 years of age you should not be filling out this form. If you are under 18 years of age, check with the Clerk of the Court about your situation. You may be able to speak with the Judge in court.

**Question 3: I am providing this Declaration in support of...**

Check one of the boxes below:

**(a) My own case:** Check box (a) if you are filling out this form and you are also one of the parties in the case. For example, if you are the petitioner or the respondent, check this box.

**(b) The case of:** Check box (b) if you are filling out this form but you are not a party to the case. Then, write the names of the parties to the case on the line provided. The names you write on this line should be the same names that you wrote on the “Petitioner/Respondent” or “In Re” lines above.

For example, if you are a friend of the petitioner or the respondent, or if you are the family member of a child in a case, please check this box. Then write the names of the petitioner and respondent or the child/ren on the line provided.

**Question 4: I have specific, first-hand knowledge about the facts in this case and I have written them down as follows...**

This section asks you to write down what you know about the facts of the case. Please do so on the lines provided. Be as specific and detailed as possible. If you can, please include full names, dates, times, and locations.

If you need more space to describe what you know, then please write this information on a separate page, attach it to this form, and write the number of additional pages you attached on the “Total Number of Pages Attached” line. If you do not need to attach any additional pages, please put a zero on this line.

**Case Name and Number at top of Page 2**

At the top of page 2 write in the same names you wrote on the “Petitioner/Respondent” or “In Re” lines. Also write in the case number.

**Signature**

Finally, please write the date that you completed this form on the lines provided and write and sign your name on the lines below.

Note: By signing and dating this form, you are promising that the information you have provided on this form is truthful and correct. If you are not truthful, the court may hold you in contempt or you could be accused of perjury (lying to the court).



**If you have any questions about how to fill out this form, or about the guardianship process in general, contact the Tribal Court Self Help Center.**

Shingle Springs Band of Miwok Indians  
Tribal Court

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<https://www.shinglespringsrancheria.com/tribal-court/>

Self Help Center  
**Open 8-5, M-F**  
**Attorney consultation by appointment only.**