



SHINGLE SPRINGS BAND OF MIWOK INDIANS TRIBAL COURT

P.O. Box 1340, Shingle Springs, CA 95682

Telephone: (530) 698 – 1446

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

**PUBLIC GUIDE INFORMATION SHEET**

**TOPIC: Request for Closed Hearing**

**How to Fill Out a Request for Closed Hearing DV-104**

Please read these instructions before filling out the form. If you have questions, please contact the Clerk of the Court or your Wadaapé Advocate. 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.

**What is a closed hearing:** A closed hearing is a hearing where only the parties and their legal representatives are allowed to attend. The public, including any friends, and family of both parties are not allowed to attend. The only exception may be if someone is being questioned as witnesses by the court but even if that instance they will be asked to leave as soon as their questioning is finished.

**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.:** Write in the case number. If you do not know it, look on your last Notice of Hearing or other court document in this case. The number should appear on the right side towards the top.

**Petitioner/Respondent:** Write in the names of **both** sides:

Write in the name of the person who is requesting the protection order.                    -AND-

Write in the full name of the Respondent (the person against whom the petition for protection is being filed)

**Question 1.** Check the box(s) that describes your role in the case. If you check ‘Other’ you will need to describe your role, such as attorney for Petitioner or Respondent.

**Question 2. Please read the statement.** You do not have to fill anything out for this question.



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**Question 3: Scheduled Date of Hearing:** Please fill in the blanks by writing in the day, month, year and time of your hearing. If you are not sure of the information, check your Notice of Hearing or ask the court clerk or Wadaapé advocate for this information.

**Question 4: Request To Close the Hearing to the Public. If you wish to ask the court to close the hearing to the public, you must check this box.**

**Question 5: Reason for Requesting Closed Hearing:** Please fill out the section with your reason(s) requesting to close this hearing from public attendance and limit the Court to allow only the Petitioner, Respondent, and any legal representatives. It is important that you provide reasons for the court. Your reasons must be sufficient to convince the judge that your interest in keeping the hearing closed is more important than the public’s need to know what is going on in the case. If the space provided is not big enough to write all that you need to write, please feel free to write it on a separate sheet of paper and attach it to the Request form.

**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” 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 court process in general, contact the Wadaapé Project at (530) 698-1451 or Tribal Court Self Help Center at:**

Shingle Springs Band of Miwok Indians  
Tribal Court

5281 Honpie Road  
Placerville, CA  
95667  
(530) 698 – 1446

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

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

