



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: Civil Harassment/Instructions to fill out a Response to a Civil Harassment Petition form

How to Fill out a Response to a Civil Harassment Petition, Form RO-120. 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.

Petitions for Civil Harassment Restraining Orders are considered on the day they are filed, if filed by the Petitioner before 4:00 p.m., otherwise they are heard the next day. This means that if someone tells you they are filing a petition against you, or you hear somehow else, you should file the response as soon as possible – definitely before the hearing on the petition. In this situation you may wish to contact the Clerk of the Court to find out about the hearing date/time.

Information of Person Filing Form

Please provide your name, address, phone number and email, if you have one, in the “Information of Person Filing Form” section. If you are responding to a Civil Harassment Petition filed against you, you are the Respondent. Check the box “Respondent” unless you are a lawyer representing someone else.

Case No.:

You do **not** need to fill in the case number. The Tribal Court will fill this information in.

Name of Petitioner and Name of Respondent

Write the name of the Petitioner and the name of the Respondent.

Question 1:

This does not require any action. It confirms you are the Respondent in the case.

Question 2:

Check the box that indicates you either received notice or did not receive notice about the petition being filed.

Question 3:

Check off the correct box, whether you live on the rancheria or not.

Question 4:

This question asks whether you agree with the petition and what you would like the Court to do.

a. Choose which is correct – you agree, disagree, or disagree with part of the petition. If you disagree or disagree with some of what was stated in the petition, then complete section b.



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b. Explain what you disagree with from the petition. This could be that you didn't contact the petitioner, that you did contact them but it wasn't harassment, that you didn't do or say what the petition says you did, or any other disagreement with the information in the petition. If the Petition has several statements, be sure you respond to each one.

If you think the petition does not include all the important information, you can include it here. For example, if you admit you did what is in the petition, but it was only because the petitioner threatened you first, then include that information.

c. This question asks what you would like the Court to do. You could ask that the Court deny the petition, that the Court grant a mutual order that would prevent the petitioner from harassing you as well as you harassing the petitioner, or you could ask for some other outcome.

Signature

Finally, the Respondent must write their name, sign, and date the form on the line provided.

Certificate of Service

You must have a copy of the Response to Petition for Civil Harassment served on the Petitioner by someone else. You should not do it yourself. The person who serves the Response completes most of the Certificate of Service.

You can serve the Petitioner by requesting the Court or Tribal Police give the Petitioner a copy, or have someone else give them a copy, mail them a copy, or email them a copy.

Fill in the date you filed the Response to the Petition for Civil Harassment with the Court.

If you want the Court or Tribal Police to serve the Petitioner, check the first box and stop. Turn it in to the Tribal Court Clerk or to the Tribal Police.

If you are having someone other than the Court or the Tribal Police serve the Petitioner, you should give them a copy of the Response and once they give it to the Petitioner, then they complete the Certificate of Service found on page three of the Response.

If the Petitioner could not be served, the person who tried to serve them should check the box stating they were unable to service the document(s) and complete the section describing what attempts they made.

The person who served or attempted to serve the Response should sign and date the Certificate of Service and it should be filed with the Court.



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

Shingle Springs Band of Miwok Indians
Tribal Court

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

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