

## About the Puyallup Tribal Justice System

Puyallup Tribal law established and defined the authority of the judiciary as a separate, co-equal branch of government.

It consists of three separate courts - the Puyallup Tribal Court, the Puyallup Tribal Children's Court, and the Puyallup Tribal Court of Appeals. All three courts operate within a shared court facility and exercise general jurisdiction.

## Court Mission

The Tribal Court, the Children's' Court, and the Tribal Court of Appeals [hereinafter Court] are a part of the underpinnings of tribal sovereignty. As such, the mission of the Court is clear. The Court is committed to apply the written laws of it legislature, while recognizing the inherent customs and traditions of its people. The Court is stubbornly devoted to protect people's due process rights, especially when those who own these rights are often without legal representation, or they are children or elders who are considered sacred. And this Court is honored to serve the people to whom this Court ultimately belongs.

## Puyallup Tribal Law

### Generally:

<http://Puyallup-Tribe.com/Court/Laws.php>

### Puyallup Tribal Codes:

<https://codepublishing.com/WA/PuyallupTribe/>

### Appellate Court Opinions:

<https://codepublishing.com/WA/NICS/>

### Court Rules:

<http://Puyallup-Tribe.com/Court/2019CourtRules.pdf>

## Online Court Forms

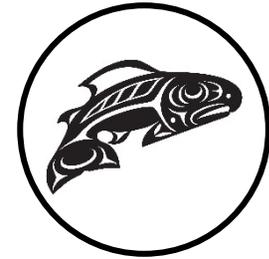
<http://Puyallup-Tribe.com/Court/Forms.php>

## NOTICE

Every effort is made to keep this information up-to-date. However, because information can change quickly and frequently, the Puyallup Tribal Court does not guarantee the accuracy of this information. *Last updated: 03/24/2021*

# Service of Process

A self-help guide on how to serve other parties in civil cases



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## Service of Process

When you file documents (court forms, photos, etc.) with the Court, all parties involved in the case are entitled to receive a copy. You, not the Court, are responsible for getting the copies to them. This is called service of process. Puyallup Tribal Code 4.08.100.

### The First Time You File

When you file a civil case, the first court form you file will usually be a petition.

When you file your petition, you will get a court form called a summons from the Court Clerk. You may also receive other documents depending on your case.

The Court Clerk will give you copies of the documents you filed for your records AND another set of copies for you to serve on the other party(ies). If you do not have these documents when you leave, then ask the Court Clerk.

If you leave the Court without documents to serve on the other party(ies), then your case may be dismissed because service of process was not completed.

## How to Serve the Petition

You must arrange service of the documents you filed in one of these ways:

### Personal Service

You cannot do this yourself. You can ask any person who is over the age of 18 and not a party to the case (a friend, a relative, or a professional process server) to serve the documents. The other party(ies) may be personally served anywhere that the person can be found: at home, at work, on the street, in a restaurant. *The other party does not need to accept the documents.*

### Service at Home

You cannot do this yourself. You can ask any person who is over the age of 18 and not a party to the case (a friend, a relative, or a professional process server) to serve the documents at the other party's home by leaving the documents with ANY person at least age 16 or older.

### Proof of Service

After the other party(ies) has(have) been served, you must file a proof of service form with the Court. This is a sworn statement about what, when, and how the other party(ies) was(were) served. The adult who served the documents must complete the form, but you must file it.

## Serving Court Documents

### Filed after the Petition

You must serve copies of all other documents you file, such as motions or responses, on the other party.

These documents may usually be served by regular, first-class mail. You may also personally serve these documents.

If the other party(ies) has(have) a lawyer, then you must serve the documents to the lawyer. If not, then you must serve the documents directly on the other party(ies).

### Proof of Service

You must also file a proof of service form with the Court that states what, when, and how the other party(ies) was(were) served.

## DISCLAIMER

This is not legal advice. If you need legal advice for a specific situation, then contact an attorney.

The Court Clerks cannot give legal advice and are not authorized to relay messages to a judge on your behalf.