

**IN THE TRIBAL COURT OF THE
PRAIRIE ISLAND INDIAN COMMUNITY**

STATE OF MINNESOTA

Attorney, Party Without Attorney or Governmental Agency
(Name, State bar number (if applicable), and address)

Telephone Number:
Fax Number:
Attorney for:

| | |
|---|--|
| <p>_____ , Plaintiff.</p> <p>v.</p> <p>_____ , Defendant.</p> | <p style="text-align: center;">CASE NO. _____</p> <p style="text-align: center;">PROOF OF SERVICE BY MAIL</p> <p>Date: Time: Judge:</p> |
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**NOTICE: TO SERVE TEMPORARY RESTRAINING ORDERS, YOU MUST
USE PERSONAL SERVICE**

1. I am at least 18 years of age, not a party to this action, and I am a resident of or employed in the county where the mailing took place.

2. My residence or business address is:

3. I served a copy of the following documents: *(Specify and attach additional sheets, if necessary.)*

by enclosing them in an envelope **AND**

a. **depositing** the sealed envelope with the United States Postal Service with the postage fully prepaid.

b. **placing** the envelope for collection and mailing on the date and at the place shown in item 4 following our ordinary business practices. I am readily familiar with this business's practices for collecting and processing correspondence for mailing. On the same day that correspondence is placed for collection and mailing, it is deposited in the ordinary course of business with the United States Postal Service in a sealed envelope with postage fully prepaid.

4. The envelope was addressed and mailed as follows:

a. Name of person served:

b. Address:

c. Date mailed:

d. Place of mailing (city and state):

I declare under penalty of perjury under the laws of the Prairie Island Indian Community that the foregoing is true and correct.

Date:

(Type Name or Print)

(Signature of Person Completing Form)

INFORMATION SHEET FOR PROOF OF SERVICE BY MAIL

A person at least 18 years of age or older must serve these documents. There are three ways to serve documents: (1) personal delivery, (2) by mail and (3) by facsimile transmission. If the documents are being personally served or served by facsimile transmission, you must use the corresponding form. The person who serves the documents must complete a proof of service form for the documents being served. **You cannot serve documents if you are a party to the action.**

INSTRUCTIONS FOR THE PERSON WHO SERVES THE DOCUMENTS (TYPE OR PRINT IN BLACK INK)

You must complete a proof of service for each package of documents you serve.

Complete the top section of the proof of service form as follows:

Above the case name box: In this area, type or print the name, address phone number and fax number (if applicable) of the attorney or person representing the party serving the documents.

In the case name box: Type or print the name of the plaintiff and the defendant in this action. Use the same names set forth in the documents you are serving. To the left of that information, print the case number, the date and time set for the hearing or matter before the court and the name of the judge to hear the matter, if known.

You cannot serve temporary restraining orders by mail or facsimile transmission. You must serve those documents by personal service.

1. You are stating that you are at least 18 years of age and that you are not a party to this action. You are also stating that you either live or work in the county where the mailing took place.
2. Type or Print your home or business address.
3. List the name of each document that you mailed. If necessary, you may attach a sheet to the proof of service form that sets forth the names of the documents mailed.
 - a. Check this box if you put the documents in the regular U.S. mail.
 - b. Check this box if you put the documents in the mail at your place of employment.
4.
 - a. Type or print the name you put on the envelope containing the documents.
 - b. Type or print the address you put on the envelope containing the documents.
 - c. Type or print the date that you put the envelope containing the documents in the mail.
 - d. Type or print the city and state you were in when you mailed the envelope containing the documents.
5. By signing this form, you are stating under penalty of perjury that the information you have provided is true and correct.

Print your name, fill in the date, and sign the form.