

CASE ACTION SUMMARY

Purpose: This is the form used to maintain an up-to-date record of the status of an individual case.

How: When a file for a new case is opened, e.g., by an advocate or clerk of court, the heading information is completed and the form is placed on the left side of the case file.

Each time any action is taken concerning the case, the date, action taken and any follow-up comments are added to the case status sheet.

Copies: The original is only stored in the court case file.

FORT PECK TRIBAL COURT
ASSINIBOINE AND SIOUX TRIBES
FORT PECK INDIAN RESERVATION
POPLAR/WOLF PONT, MONTANA

CASE ACTION SUMMARY

Case Number: _____.

Plaintiff/Petitioner

Name: _____

Address: _____

Telephone: _____

Attorney: _____

Address: _____

Telephone: _____

Defendant/Respondent

Name: _____

Address: _____

Telephone: _____

Attorney: _____

Address: _____

Telephone: _____

1. Date Complaint/Petition filed: _____

Filing Fee Paid: _____ (date paid) \$ _____ (amount paid)

2. Civil Summons/Affidavit of Service sent: _____ (date).

Certified Mail Police Server Process Server

3. Affidavit returned: _____ (date)

