

**Petition under CPLR Art. 4 and 22 NYCRR § 202.71 for  
Recognition of Tribal Court Judgment, Decree or Order**

**Forms available at**

**<https://www.nycourts.gov/forms/>**

**Instructions:**

YOU are the Petitioner.

1. Complete the **Petition for Recognition of Tribal Court Judgment, Decree or Order form** by filling in questions 1-8. Date and sign your Petition.
2. Prepare and attach your **Exhibits**: these are copies of the indicated documents, including a **verified copy of the Tribal Court Judgment** (order or decree) which can be obtained from the tribal court clerk.
3. Complete the **Verification form** and sign your name in the presence of a Notary Public. The Notary Public will affix his or her signature and stamp.
4. **File** the **Petition** with the **Verification form** and your **Exhibits** with the County Clerk and obtain an Index Number and pay the applicable fee to the County Clerk. If you cannot afford to pay the fee (\$305) you may **first** obtain a Poor Person Order from the Supreme Court Clerk's office or the Help Center. If you obtain a Poor Person Order you will file the order instead of paying the fee.
5. Prepare in advance the **Notice of Petition form** to be **served** with the documents you filed with the Court (**Petition form, Verification form and Exhibits**) on your adversary (the respondent).
6. Complete service on the respondent. The Court Clerk will explain how to serve the respondent.
7. Return to Court on your return date or adjournment date.
8. Check back for a decision either online or in the County Clerk's Office.