# NEXT STEPS AND IMPORTANT THINGS TO REMEMBER

**Congratulations {{ users[0].name}} !**

You have finished all the questions for filing a civil complaint and a fee waiver. Because you have chosen to file a fee waiver, you can electronically send your completed forms and supporting documents to the court.

On the previous screen, be sure you have sent your forms and supporting documents to the court by clicking the ‘send to court’ button. Be sure you have included all the documents needed, or else the court might not be able to file your claim.

Once the court has reviewed your documents, the Court Clerk will provide you with a summons that YOU MUST deliver to the defendant. You must serve the defendant or a representative of the defendant within 60 days.

Be sure to review the ‘Guide to Self-Representation in Civil Cases’ and the ‘Rules of Civil Procedure’ for more information.

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Quick Check List:

1. Make sure you have included all the supporting financial documents to support your fee waiver.
2. Look over your completed civil complaint and look for any errors. Check that the document is signed.
3. On the previous page, click the ‘send to court’ button to make sure all the documents go directly to the court. Your complaint is not filed until you click that button.
4. Once the court reviews your documents, they will send you the summons. You must serve the defendant the summons within 60 days.
5. Review the Mashpee Wampanoag Civil Rules of civil procedure and the Guide to Self-Representation in Civil Cases for more information.