

**TRIBAL COURT  
GRAND TRAVERSE BAND OF OTTAWA & CHIPPEWA INDIANS  
RECORD REQUEST**

**NOTE:** A request for review and copies of Tribal Court records must be authorized by a Tribal Court Judge pursuant to Administrative Order 2008-5.1, *Amended Order Concerning Review of Tribal Court Records*. The requesting party will be contacted within 10 (ten) business days as to whether the record request was granted or denied, or whether the matter has been set for a Hearing. If the request is denied, the requesting party shall have the right to appeal the denial to the Tribal Appellate Court.

**1. Record request is made by:**

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Current Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone Number: Home: \_\_\_\_\_

Business: \_\_\_\_\_

Mobile: \_\_\_\_\_

**2. I am a:** \_\_\_\_\_ GTB Tribal Member # \_\_\_\_\_

\_\_\_\_\_ Member of the general public

\_\_\_\_\_ Business Entity

\_\_\_\_\_ Member of the Press

**3. Why are you requesting the information:**

Is it for personal use? Yes \_\_\_\_\_ No \_\_\_\_\_

Is it for business use? Yes \_\_\_\_\_ No \_\_\_\_\_

Is it for publication? Yes \_\_\_\_\_ No \_\_\_\_\_

**4. Tribal Court Case File Documents: If you are requesting information from a specific case file, please provide the following information:**

Case Name: \_\_\_\_\_

Case Number: \_\_\_\_\_

Are you or were you a Party in the Case? Yes \_\_\_\_\_ No \_\_\_\_\_

Nature of the Case (Criminal, Civil, etc...): \_\_\_\_\_

**5. Nature of your request:**

\_\_\_\_\_ Review of Tribal Court case file document(s)

\_\_\_\_\_ Review of Tribal Court information (not specific to any case)

\_\_\_\_\_ Obtain copies of Tribal Court case file document(s)

\_\_\_\_\_ Obtain copies of Tribal Court information (not specific to any case)

**6. In addition to the above, please explain the specific reason(s) you are requesting the case file information:** (Attach additional sheets if needed)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**7. If you are requesting that copies be made and provided to you:**

\_\_\_\_ I will pick copies up at the Courthouse (\$.25 per page fee)

\_\_\_\_ Please send copies electronically (email):

\_\_\_\_ Please deliver copies to me at the mailing address provided (All copies mailed via US Post)

\_\_\_\_ Please deliver copies to me at the following mailing address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- .....
- I understand that my request will be reviewed by a Tribal Court Judge, and that the Judge may order that a Hearing be held at my request or by their determination. If a Hearing is set, all Parties to the case(s) involved will be notified of the Hearing date and will have an opportunity to object to my request for case information.
  - I understand and acknowledge that all copy and mailing/delivery fees must be paid in full in advance to the Tribal Court prior to any copies being released or mailed to the requesting party; and I agree to be responsible for paying all such costs. I agree to pay a reasonable processing fee as determined by the Court for large or labor-intensive requests.
  - I understand and acknowledge that if I am requesting an official transcript, I must pay a \$250.00 deposit in advance toward the cost of the transcript to the Tribal Court before any transcript request will be processed; I further agree to be responsible for the full actual cost of that transcript if the cost is in excess of the \$250.00 deposit. I understand that if the actual cost of the transcript is less than the \$250.00 deposit, the balance will be returned to me.
  - I agree to pay the costs of processing this request including but not limited to: making copies, delivery and/or mailing costs, transcription costs, etc...within 14 days of being notified of the total cost due by the Court. The Court shall not release any documents prior to full payment being received.

Dated: \_\_\_\_\_

\_\_\_\_\_  
**Signature of Requesting Party**

\_\_\_\_\_  
**Printed Name (Must be legible)**

TRIBAL COURT USE ONLY  
(Requesting Party may not write on this page)

ORDER

IT IS HEREBY ORDERED:

The above request is approved. Payment shall be made by the Requesting Party for all costs incurred.

The request is denied because: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

This matter shall be set aside for a hearing. All parties to the case(s) involved and the requesting party shall be given notice as to hearing date.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Tribal Court Judge

.....  
**TOTAL COSTS DUE TO COURT**

Copy fee: \_\_\_\_\_ copies x \$0.25 per page = \$ \_\_\_\_\_

Transcript Deposit: \$ \_\_\_\_\_

Transcript Actual Cost (less Deposit) \$ \_\_\_\_\_

Mailing/Delivery Fee \$ \_\_\_\_\_

Other (as determined by the Court) \$ \_\_\_\_\_

TOTAL DUE \$ \_\_\_\_\_

The requesting party was notified by the undersigned of the total monies due to the Tribal Court on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ via  Telephone  First Class Mail  Email  Other: \_\_\_\_\_

\_\_\_\_\_  
Court Administrator/Court Clerk