

GRAND TRAVERSE BAND OF OTTAWA AND CHIPPEWA INDIANS

TRIBAL COURT

2605 N. WEST BAY SHORE DRIVE, PESHAWBESTOWN, MI 49682

Main Line: (231) 534-7050 Fax: (231) 534-7051 Email: [tribalcourt@gtb-nsn.gov](mailto:tribalcourt@gtb-nsn.gov)

ELECTRONIC NOTIFICATION CONSENT FORM

PLEASE NOTE: ALL ELECTRONIC NOTIFICATION CONSENT FORM REQUESTS MUST BE APPROVED BY THE JUDGE

Name: \_\_\_\_\_ Law Firm? YES NO Bar \_\_\_\_\_  
Address: \_\_\_\_\_ Department: \_\_\_\_\_  
\_\_\_\_\_ Ph. No. \_\_\_\_\_

Pursuant to the Grand Traverse Band Tribal Court Administrative Order No. 2013-2 (attached), I, the above-named attorney, caseworker or party, hereby register and consent to receive electronic notification (includes ALL forms of Notice from the court including but not limited to: Notice of Hearing, Orders, Case Correspondence, etc.) from the Grand Traverse Band Tribal Court in lieu of receiving paper notice by first class mail or any other means of delivery, unless I withdraw the registration in writing.

Further, I understand that The Grand Traverse Band Tribal Court will not be held responsible for notices that are not received by the email account that I have provided. If the Grand Traverse Band Tribal Court can produce printed documentation as proof that the email address provided is included in distribution of Notices (i.e. Proof of Service and/or email delivery notice), I will be considered duly noticed. I ASSUME ALL RESPONSIBILITY FOR THE FAILURE OF NOTIFICATION IF I DO NOT RECEIVE NOTICE.

Email Address: \_\_\_\_\_  
Confirm Email Address: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

COPY FOR ATTORNEYS ONLY: I request that the court also send electronic case correspondence to the following person employed in my law firm or office.

Name: \_\_\_\_\_ Ph. No. \_\_\_\_\_  
Confirm Email Address: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

It is the responsibility of the attorney, caseworker or party to maintain a current email address with the court, to verify that their email inbox is working properly and receiving incoming electronic notifications at all times from the court, and to file a new ELECTRONIC NOTIFICATION CONSENT FORM with the court within three business days of a change of email address.

It is the responsibility of the attorney, caseworker or party to inform the court if they are no longer connected with any case that they are receiving electronic notification within 24 hours of removal from the case. Non-disclosure may result in legal action against you.

- The electronic notification consent form is approved, effective immediately.
- The electronic notification consent form is NOT approved. Notice shall continue via US Post.

\_\_\_\_\_  
Date

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

**In the Tribal Court for the  
Grand Traverse Band of Ottawa and Chippewa Indians**

**ADMINISTRATIVE ORDER 2013-2**

**ORDER GOVERNING ELECTRONIC NOTIFICATION**

**WHEREAS**, Article V, Section 7 of the 1988 Constitution of the Grand Traverse Band of Ottawa and Chippewa Indians authorizes the GTB Tribal Court (through the GTB Judiciary) to “. . . establish, modify, amend, or simplify the practice and procedure in all courts of the Grand Traverse Band” through general rules; and

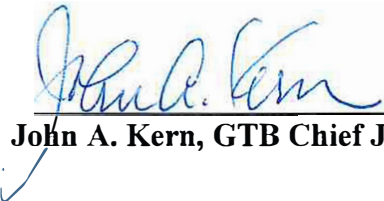
**WHEREAS**, the Court recognizes a legitimate need to update and modernize its notification procedures through an Administrative Order that will effect increased efficiency and expedite the judicial process.

**NOW, THEREFORE, IT IS HEREBY ORDERED:**

1. Electronic Notice shall not be available to litigants who choose to represent themselves.
2. Registration for this service is satisfied by filling out and submitting an Electronic Notification Consent Form (“Consent Form”). The Consent Form is available at GTB Tribal Court Clerk’s office.
3. The completed Consent Form can be filed with the Clerk’s Office either as an original paper by hand delivery or by first-class mail.
4. Consent Form notification will be applied to all pending and future notifications entered in the GTB Tribal Court involving any attorney, caseworker or interested party who are approved by the Judge. Once the Consent Form has been approved by the Judge, there is no need to register separately for each case.
5. Only one electronic mail address per attorney, caseworker and/or interested party may be used at a time. Only Attorneys may designate a second person employed at the same law firm or office (e.g. co-counsel, paralegal, secretary, assistant, etc...) to receive a copy of all electronic notifications sent to the attorney.
6. Any attorney, caseworker, and/or interested party—by submitting a Consent Form subsequently approved by the Judge—agrees that electronic notification of any GTB Tribal Court document constitutes the proper notice and service of the action, order or judgment involved. The clerk shall provide notice in paper form by first-class mail only to a person who has not consented and registered for electronic notification.

7. It is the responsibility of the attorney, caseworker or party to maintain a current electronic mail address with the GTB Tribal Court with which to verify that their electronic mail inbox is working properly and receiving incoming electronic notifications at all times from the GTB Tribal Court, and to file a new Consent Form with the GTB Tribal Court within three business days of a change of electronic mail address.
8. It is the responsibility of the attorney, caseworker or interested party to inform the GTB Tribal Court if they are no longer associated with any case for which they are receiving electronic notification. The GTB Tribal Court shall be so informed within 24 hours by means of an original, signed writing faxed to the GTB Tribal Court (231.534.7051), and followed by the original writing through USPS mail. Non-disclosure may result in sanctions.
9. If service is made to the recipient's most current electronic mail address on file with the GTB Tribal Court and returned to the GTB Tribal Court as undeliverable, then notice will be served by first-class mail; provided, however, any time period tolled from the completion of service of notice shall be based upon the service of electronic notice. The recipient's electronic mail address will be deactivated until the recipient provides written notice to the GTB Tribal Court that the address is again receiving electronic notifications.
10. This Administrative Order does not include "Electronic Filing" at this time.
11. This order shall take effect immediately.

**Dated:** December 10, 2013

  
**John A. Kern, GTB Chief Judge**