

**GRAND TRAVERSE BAND TRIBAL COURT  
Record Request Form**

**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 at a later date as to whether the 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. This request is made by:**

Name \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

City, State, ZIP \_\_\_\_\_

Telephone Number (Home) \_\_\_\_\_

(Business) \_\_\_\_\_

(Cell) \_\_\_\_\_

- 2. I am a:** \_\_\_\_\_ **GTB Tribal Member,**  
\_\_\_\_\_ **Member of the general public**  
\_\_\_\_\_ **business entity**

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

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

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

c. In addition to the above, please specifically explain the reason(s) you are requesting the information:

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

(attach additional sheets if necessary)

**4. 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).
- \_\_\_\_\_ Obtain an official transcript of Tribal Court proceedings.

**5. Tribal Court Case File Documents:** If you are requesting information from a specific case file, please specify the complete case number and case name below:

- a. Case number: \_\_\_\_\_
- b. Case name: \_\_\_\_\_
- c. Nature of the case (i.e. criminal, civil, etc.): \_\_\_\_\_
- d. Are you or were you a party in the case? Yes \_\_\_\_\_ No \_\_\_\_\_

**6. Identify documents/information.** Please identify the documents and/or Court information you are requesting with sufficient clarity to enable the Court to accurately identify what you are seeking:

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**7. Are you requesting only to review the documents requested?**

Yes \_\_\_\_\_ No \_\_\_\_\_.

**8. Are you requesting copies be provided to you of the documents requested?**

Yes \_\_\_\_\_ No \_\_\_\_\_.

**9. If you are requesting that copies be made:**

- a. \_\_\_\_\_ I will pick up copies at the Courthouse.
- b. \_\_\_\_\_ Please deliver copies to me:
  - i. \_\_\_\_\_ at the mailing address above.
  - ii. \_\_\_\_\_ at the following mailing address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

c. \_\_\_\_\_ I request that the copies be delivered to me by:

i. \_\_\_\_\_ first-class U.S. mail

ii. \_\_\_\_\_ Other (specify): \_\_\_\_\_

**10. I understand that my request will be reviewed by a Tribal Judge, and that the judge may order that a hearing be held on my request. 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.**

**11. 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.**

**12. I understand and acknowledge that if I am requesting an official transcript, I must pay a \$200.00 deposit toward the cost of the transcript in full in advance 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, which may exceed the \$200.00 deposit. I understand that if the actual cost of the transcript is less than the \$200.00 deposit, the balance of the deposit after deduction of the actual cost will be returned to me.**

**13. I agree to pay the copying, delivery and/or transcript costs due within 14 days of being notified of the total cost by the Court. The Court shall not release any documents prior to full payment being received.**

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

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

\_\_\_\_\_  
Name (please print legibly)

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**TRIBAL COURT USE ONLY**

**ORDER**

**IT IS HEREBY ORDERED:**

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

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

\_\_\_\_\_  
\_\_\_\_\_  
 The matter shall be set for a hearing. All parties to the case(s) involved and the requesting party shall be given notice of the hearing.

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

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

**COSTS DUE TO COURT**

Copy fee \_\_\_\_\_ copies x \$0.25 per page = \$ \_\_\_\_\_  
Transcript deposit \$ \_\_\_\_\_  
Transcript actual cost (less deposit) \$ \_\_\_\_\_  
Mailing/Delivery Fee \$ \_\_\_\_\_ -----> Total Due \$ \_\_\_\_\_

The requesting party was notified by the undersigned of the Total Due to Court on \_\_\_\_\_, 20\_\_\_\_,  
via  telephone  first class mail

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