

Tribal Government Program Service Booklet

October 9th, 2010



TRIBAL GOVERNMENT TOLL FREE EXCHANGE:

1-866-534-7750 TRIBAL GOVERNMENT SWITCHBOARD

SEND CORRESPONDENCE TO:

**GTB TRIBAL GOVERNMENT c/o TMO
2605 N WEST BAY SHORE DR
PESHAWBESTOWN, MI 49682-9275**



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TRIBAL COUNCIL

MAIN SWITCHBOARD 534-7750

The elected Tribal Council Members of the Grand Traverse Band of Ottawa and Chippewa Indians of Michigan, in order to provide for our common good, to govern ourselves under our own laws and policies, to provide for our Elders, youth and all members of the Grand Traverse Band, to maintain and foster our tribal culture, to protect our homeland, to conserve and develop our natural resources and to insure our rights guaranteed by treaty with the federal government, do establish and adopt, as an incident of our sovereign powers, the following goals and objectives:

CULTURE

Strengthen and expand cultural activities to encourage members to learn traditions and to create a new cultural/heritage center by:

- Add incentives to members to learn language and culture and create curriculum so that Anishinaabemowin will be a requirement for Graduation from Tribal Schools.
- Promote an updated continuation of our Tribal history book Mem-ka-weh.
- Create a Cultural Center from unused space on Tribal property that will enhance member and community education of Native history, language, beliefs and cultural paths.
- Initiate educational programs designed to strengthen the Anishinaabek for all Tribal Members.
- Promote an Annual Jiingtamok at the Charlevoix and Benzie Satellite Offices.
- Assign key staff, working in conjunction with school officials, to visit area schools regularly at elementary, junior high and high school levels to conduct presentations to educate and promote communication and understanding of both Tribal and non-Tribal students.
- Create a Tribal Directory of all tribal business owners, including artists and contractors, so that Tribal Members can make the most of their purchase power and support Tribal Member business ventures.

EDUCATION

Create an educational trust fund to provide for future educational opportunities and to encourage and enhance preschool through college educational opportunities by:

- Develop mentor programs for all GTB Departments/
4 Operations and implement a Non-Tribal Member

- contract for employment so that qualifying Tribal Members may be assured of a position with the Tribe.
- Further promote the need to educate and train tribal members in their respective areas of interest.
- Re-assess education programs, including an analysis of future education needs, to better re-capture tribal talent and have students return to the community via incentive programs.
- Strongly encourage high school students to stay in school, graduate and go on to college; providing information that a college education is imperative in order to be able to take full advantage of economic and quality of life opportunities in today's world.
- Re-design the education system and conduct a cost analysis of student needs so that education becomes attainable for Tribal Members, enhancing the educational experience.
- Restore student services to "income-based" formula.
- Promote Investment classes for both young adults and adult Tribal Members so that they may make educated, informed decisions.
- Create financial opportunities for educational assistance, (i.e. Elders Trust Fund) that do not utilize earned (RAO) dollars.
- Create summer work programs so that students may have the opportunity to learn about their Tribe's Governmental and Gaming operations to entice them to return after graduation to live and work in the community.
- Improve education and understanding of youth to combat the historical problem of racism in educational environments and begin this at the elementary level in the six-county service area.

HEALTH

Provide quality health care for all members of the Grand Traverse Band of Ottawa and Chippewa Indians in the six county service area and to expand services to include other necessary services by:

- Increase investment level of tribal membership in regards to utilization of health care services and continue education of Tribal Members in a positive manner to reflect positive change.
- Bring health care costs under control to minimize deficit in contract health services.
- Increase awareness of Traditional medicines. A provider list will be available through the Grand Traverse Band Health Clinic.
- Expand health services to GTB members through provision of dental, pharmaceutical and other services.
- Improve working relationship with insurance carrier to foster more detailed reporting to enable faster response to issues that could carry a prohibitive expense to the Tribe.

- Direct Health Administrator to report directly to Tribal Council via Tribal Council Regular Session meetings regarding health care and health care issues of Tribal Members and Staff.
- Improve administration of GTB Health Services; including more comprehensive reports/justification for unexpected expenditures and develop a mechanism to hold clients responsible for no-shows to improve efficiency in scheduling and billing.
- Expand Health Services so that more of the six-county service area can benefit from one-on-one health care from our own providers that will offer savings to the Tribe via mandates of Annual Prevention reviews with Clinic Primary Care provider.

HOUSING

Create affordable, quality housing for all Members of the Grand Traverse Band in the six county area by:

- Assist with financing to enable Members to own a home on tribal and non-tribal lands and seek alternative funding for housing opportunities for Tribal Members and improve the low-income housing situation for Tribal Members in need.
- Provide education to our Tribal Member youth and build on it as they grow to show the economic benefits of home ownership for the Membership and implement education of the responsibilities and the ongoing process owning a home.
- Promote and expand development of buyer/home ownership programs by developing a DVD for Tribal Member education.
- Continue to develop housing sites for all GTB Members needing homes in the six-county service area: including both rentals and home ownership consisting of single family housing and housing for singles, couples and small families with one child.
- Remove some housing units from HUD inventory and replace them with revenue-building homeownership housing that will build equity on fee land.
- Provide information to members regarding home ownership opportunities by utilizing the GTB News Journal and mailing individual notices to Tribal Member families.
- Conduct an Elder housing survey to monitor elder housing needs in the six-county service area and develop a plan for the construction of more elder housing in other sites, including long-term/assisted living care possibilities.

MANAGEMENT

Enhance existing governmental operations to prepare for future diversification leading to stability by:

- Create MBO (Management by Objective) plan to utilize a new organizational structure that promotes program accountability, effectiveness and reporting that creates better planning for each department, goals and objectives for outcomes, evaluates services/eliminate duplications and promote self-governance negotiations, activities and initiatives.
- Develop a mission of business.
- Develop and reorganize EDC to diversify economic agenda.
- Return to “Indian Owned and Operated” philosophy in all business endeavors.
- Direct the Chief Financial Officer, Captain of GTB Law Enforcement and Human Resources Director to report and be accountable directly to the Tribal Council by providing written reports and oral reports at Tribal Council Regular Session.
- Restructure Human Resources so that authority is more balanced and create Personnel Policies for different operations so that they may be more equitable (i.e. Eagletown, Casinos, Staff, etc...)
- Separate the Human Resources Director Position into two lateral positions for Governmental and Gaming Operations.
- Further Native Preference in hiring practice and encourage members to come back and work for the Tribe for fair, equal wages and health benefits.

MEMBERSHIP

Provide membership with information concerning Tribal Council action by:

- Improve relationship with membership.
- Promote community outreach and seek input from tribal members.
- Continue to research our Membership Roll.
- Create and distribute informational brochure that would be available to all members that would answer eligibility requirements for services as well as how to apply for services as well as how to apply for service and list goals and mission statements of each department.
- Define membership eligibility requirements so members and future members have a more cohesive definition of tribal enrollment that will keep membership cases out of the court system.
- Re-define Tribal Election process and Election Ordinance to avoid confusion and delays in Tribal Member elections.

SOVEREIGNTY

Protect and preserve Tribal Sovereignty and improve capacity of Tribal Governance by:

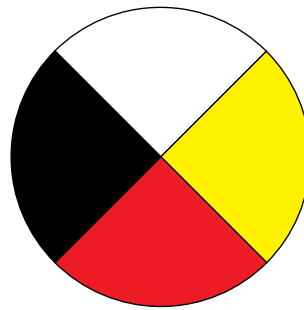
- Protect sovereignty and treaty rights.
- Strengthen government to protect sovereignty.
- Re-establish legislative agenda by Tribal Council action.
- Monitor legislative issues at federal, state and local level.
- Propose land-use plan.
- Controlling government budgets and improving checks and balances.
- Define court as it pertains to sovereignty by researching how Court should function in all areas, including enforcing court orders from State and County Courts not on Trust Land. Better define role of tribal court as it pertains to tribal jurisdiction that overlaps state and county jurisdiction.
- Tribal Council to exert authority given in the Constitution, to make law for the Court to follow and to better define the role and duties of the Tribal Court and Tribal Judges including and up to the removal of Tribal Judges.

TRIBAL COUNCIL

GOALS AND OBJECTIVES

UPDATE – October 10, 2009:

Tribal Council Goals and Objectives are presently under review. Each elected Council engages in this review process to create a guiding set of principals that are both responsive and reflective of the Tribal Membership needs and goals. The review process is therefore an important activity that allows each elected official direct input into the present and future course of the Tribal Government.



Seven Grandfather Teachings

Wisdom - Nbwaakaawin

- To cherish knowledge is to know wisdom

Love - Zaagidwin

- To know love is to know peace. Love is based upon affection, respect and kindness. Love cannot be demanded..it must be earned and given freely from the goodness of your heart.

Bravery - Aakdehwin

- To face life with courage is to know bravery. It is the personal strength to face difficulties, obstacles and challenges. It is the Courage to make positive choices. Never give in.

Humility - Dbaasendiziwin

- Humility is to accept yourself as a sacred part of creation. Recognize the human need for balance in life. Know that you are equal to everyone else. Take pride in what you do & share your accomplishments with others.

Truth - Debwewin

- To know the teachings of the 7 Grandfathers is to know the truth. Faithfully apply these teachings and trust in the Creator. Be true to yourself and true to your fellow man. Understand it. Speak it. Live by it.

Honesty - Gwekwaadiziwin

- To walk through life with integrity is to know honesty. Do not be deceitful or use self-deception.

Respect - Mnaadendimowin

- Respect is to honor all of creation. Honor our traditional roles and teachings. Honor our families, others and ourselves. Don't hurt anything or anyone, on the outside or the inside.

Division I - Education and Human Services

BEHAVIORAL HEALTH SERVICES

GTB Behavioral Health Services provides individual, couples, family and group counseling for individuals experiencing stressful situations, emotional difficulties or substance use disorders. BHS also provide Chemical Dependency Assessments for the courts and for the Michigan Department of State Driver Assessment and Appeal Division.

BHS is a State licensed Outpatient Substance Abuse Program providing Screening, Assessment, Referral and Follow-up (S.A.R.F.) and Community Change, Alternatives, Information, and Training (C.A.I.T.) and all clinical staff are licensed by the state of Michigan for mental health counseling. Direct services are provided in four State Licensed locations: The Medicine Lodge in Peshawbestown (our main office), at the Benzie and Charlevoix Satellite Offices and at the GTB 3-Mile Offices in Traverse City.

BHS program is a Tribal Access and Care Coordination Center as well as a Clinical Treatment Provider for the Anishnaabek Healing Circle Access to Recovery Program (ATR).

BHS Clinical staff assist with inpatient residential treatment referrals for substance use disorders and help develop aftercare plans for ongoing sober support to individuals upon their return to the community.

BHS clinical staff are certified and licensed to provide training in the Practical Skills for Emotional Literacy (P.A.I.R.S.) - Healthy Relationship Program through a five year A.N.A. grant.

A contracted psychiatrist is here one day per week to provide medication management, therapy and psychiatric assessments for adult patients.

BHS Prevention Program offers educational activities that are culturally specific to promote healthy sober lifestyles in keeping with Native American values. The role of the Behavioral Health Counseling Staff is to provide assessment and ongoing outpatient counseling to Tribal Members wishing to make life changes. BHS staff are available to assist you during regular office hours 8:00 A.M. to 5:00 P.M. with an after hours cell phone number of 342-7686 for your service to reach an on-call therapist.

ANISHINAABEK FAMILY SERVICES

To develop a humanistic comprehensive program that fits the needs of the family and community and to create an awareness about the services that exist to prevent child abuse and neglect.

To build a healthy community by strengthening our families. Anishinaabek Family Services has a goal to keep families together. Because of this goal the AFS program utilizes many community resources and will make appropriate referrals when necessary.

Some of these referral services include:

- Families First
- Family Group Decision Making
- Human Services
- Behavioral Health Services
- GTB Family Health Clinic
- Friend of the Court
- Legal Services
- Adoption
- Licensing - AFS licenses foster care, group homes and shelter homes on the Reservation
- Monitoring - AFS monitors all cases outside of the six-county service area involving GTB children placed outside of their parental home, due to substantiated child abuse and/or neglect charges.
- Intervention Services - Provided by AFS Family Caseworkers, when a substantiated report of abuse and neglect occurs within the six-county service area resulting in Tribal or State Court.
- Child Protective Services—Investigation of Tribal Lands of any reported incident of child abuse or neglect of a child less than eighteen years of age.
- New Path Home - Family Style Living - The Teaching Parents act as teachers responsible for helping each youth learn the skills necessary to attain his/her personal goals incorporating the following techniques:
 - a. Teaching/Motivation Systems - The Teaching Family Program uses a variety of flexible, positive motivation systems to encourage youth to learn and use behaviors that will help them attain their goals.
 - b. Self-Government System - Family Conference provides daily opportunities to learn how to solve problems rationally and to explore the effects their behavior may have on others and themselves.

- c. Counseling/Case Management - Each resident is referred to the GTB BHS program or a comparable agency for weekly individual counseling. In addition to individual counseling, New Path residents also receive weekly group counseling, case management and family counseling services.
- d. Work with Natural/Foster Parents - Families meet at least weekly with the Teaching Parents and weekend home visits are used as a time for parents and youth to practice new skills. Periodically, classes teaching effective parenting skills are offered by the Teaching Parents. In all cases, natural or foster families are intimately involved in all programmatic plans and decisions.
- e. Work With Schools and Other Service Agencies - Teaching Parents are in regular contact with school personnel to assess progress, provide support and help youth attain their goals. Teaching Parents oversee and organize all outside activities of their youth and act as the liaison between the Teaching Family home and other agencies. The treatment team comprised of natural parents, referral agents, Teaching Parents and the youth themselves, decide and pursue support services that might be helpful for parents and/or youth.

Human Services Assistance

LIHEAP / LEVERAGE / REACH Programs Guidelines:

- To be eligible for the Human Service programs all other possible resources must be exhausted. Continued eligibility for Human Services Assistance will be contingent upon the client's effort towards maintaining self sufficiency. Clients will be required to participate in at least one budgeting education class or show proof of completion of a budgeting education booklet. In addition, completion of a class on nutrition or nutrition booklet within one year of receiving assistance will be required. Verification of denial of assistance, either by phone, fax or letter within 48 hours, from the county Department of Human Services is required.

Monthly Allocation: Funding allocation will be prioritized by staff and management to maximize the limited resources through an annual utilization formula. For example, a maximum monthly allocation and an emergency set aside will be pre-determined.

TYPES OF EMERGENCY ASSISTANCE AVAILABLE

Utility Assistance, Emergency Food, Funeral Assistance and Emergency Medical Assistance are available.

A Human Service application must be completed to receive services with all of the following required documentation attached:

- Tribal ID (GTB Tribal ID dated after October 1, 2003)
- Provide two documents identifying residency within the six county service area, for example:
- Utility bills / Drivers License / State ID
- Proof of household income
- Provide two documents for proof of residency for all household occupants, for example:
- School Records
- Child's Tribal ID

UTILITY ASSISTANCE

Human Service Program—RAO Tribal Assistance Income eligible.

GTB Tribal Member households can receive up to \$150 per household, per fiscal year, for heating and or cooling bill assistance. Based on income eligibility; GTB Elders or GTB Tribal Members who receive SS/SSI, can receive up to \$150 twice per fiscal year, per household and may use this assistance for electric bills.

LIHEAP/LEVERAGE/REACH

Program—Federal Assistance

Income eligible Federally Recognized tribal member households can receive a maximum of \$200 from each federally awarded grant providing heating/cooling assistance per fiscal year. Grants may include LIHEAP, LEVERAGE and REACH.

EMERGENCY FOOD

RAO Tribal Assistance

Income eligible GTB tribal member households can receive one food order per household, per fiscal year. GTB elders or GTB tribal members who receive SS/SSI, can receive up to two food orders per fiscal year based on income eligibility.

GTB Members in household	Amount of food order
1—2	\$50
3—4	\$100
5—6	\$150
7 and over	\$200

FUNERAL ASSISTANCE

The designated family member responsible for funeral expenses of a deceased Tribal Member can request an advance up to \$500 from the Tribal Member Burial Fund. The advance can be used for food expenses based on need as determined by the family member representing the family. The advance will be deducted from the total Burial Fund benefit proceeds. There are no income guidelines for this assistance. The Lodge Motel in Peshawbestown will have rooms at your cost (depending on availability) for a reduced rate of \$40 per night, per room. This rate is only available for a maximum of three consecutive nights. The individuals staying at the Lodge Motel must pay this charge at the time of check-in. The Human Services program is only responsible for processing the Purchase Orders for food requested by the designated family member responsible for Funeral expenses.

EMERGENCY MEDICAL ASSISTANCE

GTB tribal members are eligible to receive up to \$500 in emergency medical assistance per year for documented (appointment card, physician’s note, etc.) life threatening medical situations. These appointments must be scheduled outside of the GTB six county tribal service area. Non-employee travel rates will be used for meal allowance and receipts will be required for all allowable expenses which include: motel stay with a maximum rate of \$50 per night, meal allowance and vehicle gas reimbursement based upon the mileage and present gas price. All other possible resources must be exhausted. There are no income guidelines for this assistance. When pre-approval is not an option, receipts may be submitted for approval of reimbursement within 30 days of doctor appointment through the normal process and eligibility criteria. Reimbursement is contingent upon available funding and documentation of eligibility.

INCOME GUIDELINES

Income guidelines are based on the present fiscal year’s current state median income guidelines or current eligibility criteria per the grantor. To determine household income, all income earned and unearned will be counted. This includes income of non-GTB members residing in the household. In an extreme and extenuating emergency with documentation that all other resources have been exhausted, GTB members over the income guidelines may receive assistance from tribally funded programs through an Emergency Request Form one time only. Income includes: earned and unearned income from everyone in the household including

wages, Social Security, Disability payments, Veteran’s pensions, retirement benefits, fisheries income, child support, food stamps, TANF and per-capita payments. This list is not all inclusive.

Definitions:

- 1. Household — means any individual or group of individuals who are living together as one economic unit for whom residential energy is customarily purchased in common or who make undesignated payments for energy in the form of rent (42 USC 8622 (5)).
- 2. Life—Threatening—without treatment.
- 3. Extreme and Extenuating Emergency—determination will be determined utilizing Human Services F.A.P. Determination of Need form.

Tribal Council passed March 26, 2009

LIFE LONG LEARNING

MAIN LINE 534-7760 / 7233

Higher Education

- College and Adult Vocational Training scholarships awarded to GTB tribal members seeking a degree, certificate and licensing programs based on the number of credit hours attending.

K-12 Education

- Youth Intervention Specialists work with parents and the school system to provide student services.

UNITY

- To foster the spiritual, mental, physical and social development of Native youth and to help build a strong, unified and self-reliant Native American through involving its youth. Target ages are 14 to 24.

Life Long Learning continues on page 10

Title VII

- Benzie Central and Elk Rapids Office of Indian Education federal grant to offer Title VII services to Native American students enrolled in Benzie Central and Elk Rapids Public Schools K-12. Services include tutoring, school supplies, in-school and after-school support.

Heritage Library

- The library provides a unique collection of books focusing on the Native American community as well as other interests such as self help, child care, children's books, nature and arts, graphic novels, biographies, language and more. The library also has available: audiotapes, video tapes, CD-ROM's, reference books, periodical and subscriptions as well as Internet access. The library is open to all tribal members and the community at large.

Kitchi Minogining Tribal School

- Kitchi Minogining Tribal School, a state recognized non-public school, operates four GTB Centers for Life Long Learning, one each in Peshawbestown, Traverse City, Benzonia and Charlevoix. The primary function is to provide curriculum and instruction for high school students. The school is staffed by certified teachers, uses a State-approved curriculum, and issues high school credit and diplomas which are accepted by both the public schools and State colleges and universities. Kitchi Minogining Tribal School offers:
 1. Alternative education program for students 16 and older.
 2. High school completion for adults.
 3. GED preparation for adults.
 4. Tutoring for K-12 public school and College students
 5. Credit recovery for public high school students.
 6. Tutoring for summer school students, including GRASP, etc.
 7. Computers with Internet access.
 8. Editing and proofreading of letters and resumes.
 9. Help with filling out forms and applications.

477 Program

- The 477 Program is a federally funded program that helps members of Federally Recognized Tribes attempt to achieve their employment and educational goals. The 477 Program offers:
 - 15 Adult work experience positions per fiscal year.
 - 8 Youth work experience positions per fiscal year.
 - 6 Adults stipend to work towards GED/HS Diploma.
 - Limited number of vouchers to assist with work clothes/shoes/tools (depends upon availability of funds).
 - Workforce Development Training—This portion offers members of any FRT to attend a day long training that concentrates on Work Ethic Skills, Interviewing Skills and Resume and Cover Letter Writing Skills.

ELDERS & CULTURE

MAIN LINE 534-7760

Elders Objectives

- To provide meal service and site activities for all elders in the six county service area.

Culture and Language

- Anishinaabemowin and Culture are a vital part of who we are as Anishinaabek. This is our identity and the two cannot be separated. Our Culture and Language have been oral teachings that have been brought down from generations past. It is of utmost importance today that those who are still knowledgeable and those who are presently learning our Language and Culture, continue the teachings for future generations.

Eyaawing Museum and Cultural Center

- Created by the Grand Traverse Band of Ottawa and Chippewa Indians to establish, gather, interpret, and maintain a record of the history of the Grand Traverse Band of Anishinaabek with respect for the circle of life, honor for our families, and the telling of our true heritage. This role will promote the Tribe's belief that the culture, language and spirit of the Grand Traverse Band shall be recognized, perpetuated, communicated, supported, and shared with the people of all nations.
 1. Eyaawing translates as "Who we are" in Anishinaabemowin, the traditional language of the Grand Traverse Band of Ottawa and Chippewa Indinas.

BENODJENH

MAIN LINE 534-7650

"In order for a child to achieve a positive self concept, it is essential that he/she will be allowed success in his/her development. Together with parents, staff and community members the resources and experiences will be provided whereby the child will attain this success."

The Benodjenh Center is open Monday thru Friday from 7:30 A.M. to 5:30 P.M. Childcare is available for children between the ages of 3-12 year olds and infants and toddlers that are enrolled in the Early Head Start Center Base Program. The Benodjenh Center Head Start and Early Head Start serve GTB children and families. The categories are:

- Head Start (3-5 year olds)
- Early Head Start Center Base (0-3 year olds)
- Early Head Start Home Base (0-3 year olds) which includes children and their families and pregnant women.
- Head Start/Early Head Start hours: 9:00 A.M. – 3:00 P.M. Monday thru Thursday
- Child Care is available for children 3-12 years old from 7:30 A.M.—5:30 P.M. Monday thru Friday.

STRONGHEART CENTER

MAIN LINE 534-7456

- The Strong Heart Civic Center as a facility provides a community base for physical fitness with scheduled events and activities to encourage healthy living in the GTB community.
- The Strong Heart Center has physical equipment consisting of : weights, treadmills, stationary bikes, a stepper and a new cardio center.
- The Strong Heart Center also hosts: volleyball games, basketball games, Pow Wows, boxing arena, business expos, art and craft shows and benefits. The Strong Heart Center has become a very valuable asset to the Tribal Community Because of the versatility of activities that can be held there.

Division II - Administrative Services

AUTOMOTIVE

MAIN LINE 534-7705

- The mission of the Grand Traverse Band Automotive Repair Program is to provide quality automotive repair services for tribal members and fleet repair services for the Government and EDC vehicles.
- The GTB Automotive Repair Program offers free automotive repair to registered GTB Members. **Requirements: 1.) Tribal Identification Card, 2.) Vehicle Proof of Insurance and 3.) Vehicle Registration - must be current and registered to the tribal member requesting repairs.** With these three items, the tribal member is encouraged to call and set up an auto diagnostic appointment.
- Please call 534-7705 to schedule an appointment.

COMMUNICATIONS

MAIN LINE 534-7366

- To provide Tribal Member households with information about their Tribal Government; Department operations and Membership Services. Informational services will include the distribution of the monthly GTB News Publication and print services to all GTB operations.
- The GTB News is a product of the Tribal Government for the purpose of informing and communicating information to the Tribal Membership.
- The Communication program also provides quick-print services to all Government offices, EDC offices and the Tribal Membership when time allows.

REGULATORY

MAIN LINE 534-7539

- The Grand Traverse Band Gaming Commission shall promote and ensure integrity, honesty and fairness in the gaming operations and administration of gaming activities on behalf of the Tribe, its Members and the residents of the Tribal Community.

MEMBERSHIP

MAIN LINE 534-7101

- The Membership office offers services to applicants seeking to become members of the Grand Traverse Band. These applications are evaluated and processed based on the criteria outlined in the Tribal Constitution, Article II and the Enrollment Ordinance approved by Tribal Council, effective October 2, 2006. We also assist the Election Board in any way possible. Additionally, we provide the necessary data to all Tribal programs needing statistical data for grant applications and mailings.
- On a daily basis the staff makes updates to a database that manages data on member identification and vital statistics such as addresses and phone numbers. This database is also used to generate mailing lists and labels as well as reports for other Tribal programs including the Tribal Newsletter. The database also stores the photographs and signatures of Tribal members to provide Tribal ID's and it stores genealogical information.
- We also have new Tribal ID cards. The new cards are the result of meeting the needs of the Public Safety department and other benefit providers who use 'mag stripe' reading. They contain far more data than the previous ID did. You are welcome to come in and get yours, the first one is free.
- Other services offered through our office include voter registration for Tribal elections and certifications for Michigan Indian Tuition Waiver Applications and Native American Employment Certifications. We also verify membership for Indian Child Welfare and Tribal members who need CDIB's for other reasons.

PUBLIC WORKS

MAIN LINE 534-7491

The Grand Traverse Band Department of Public Works is dedicated to supplying a safe, reliable source of drinking water that complies with all Federal EPA testing parameters. To provide reliable wastewater collection and treatment for discharge into the Grand Traverse Bay and ground water. In doing so this department will be contributing to the good health and well being of the community and environment.

Systems Overseen:

- Peshawbestown wastewater treatment plant and collection system
- Peshawbestown water system and distribution system
- Turtle Creek wastewater treatment plant
- Turtle Creek water system and distribution system
- Grand Traverse Resort water system and distribution system
- Leelanau County Law Enforcement Center water system
- Leelanau County Law Enforcement Center wastewater system

Additional Services: Wells and septic systems for GTB members within the six-county service area.

FACILITIES

MAIN LINE 534-7277

CELL PHONE 231-631-9986

- The Facilities Department Mission is to provide the highest quality services to insure the health, safety and well being of Tribal Members, employees, community members and Tribal Property while preserving the integrity of our natural resources.

We have 13 Full Time and 4 Part Time staff of which 12 are Tribal Members and 1 is related to a Tribal Member:

- 1 Facilities Coordinator
- 1 Shift Supervisor
- 1 Maintenance II
- 2 Maintenance I
- 1 Inventory Specialist/Shop Steward
- 7 Utility Workers
- 3 Part-time Maintenance (Benzie, TC, Charlevoix)
- 1 Maintenance I/Bus Driver

40 buildings served including but not limited to:

- 14 Buildings in Peshawbestown
- 3 Satellite Offices
- 1 Alden Camp
- 1 Marina
- 13 Outbuildings and sheds
- 1 Museum
- 1 Pow Wow Grounds
- 1 Ceremonial Dome

There is over 180,000 square feet of building space and 100,000 square feet of common area space such as bathrooms, hallways, conference rooms, closets, furnace rooms, etc. that need to be serviced. 62 bathrooms that need to be cleaned daily. There are approximately 60 acres of lawn to care for.

Division III - Government Support Services

PUBLIC SAFETY

Tribal Police Main Line 534-7777

Tribal Prosecutor's Office 534-7637

Victim Advocacy Services 534-7525

Emergency Preparedness 534-7111

Conservation Enforcement 534-7360

Fire / Rescue Department 534-7666

Public Safety Department will provide for a safe environment for our community members and visitors, assist victims of crime with fairness, dignity and respect, protect the citizens of the Grand Traverse Band through effective prosecution of persons who violate criminal laws, protect the rights of persons accused, respond to an emergency or disaster and ensure that our natural resources are preserved and protected for future generations. The departments within the department are:

Tribal Police Department	534-7777
Fire/Rescue Department	534-7666
Tribal Prosecutors Office	534-7637
Victim Advocacy Services	534-7525
Conservation Enforcement	534-7360
Emergency Preparedness	534-7111

PROSECUTORS OFFICE (PAO):

- Estate Planning for Tribal Elders: Wills, Powers of Attorney, "Five Wishes" preparation.
- Presenting Officer in Tribal and State Courts for Indian Child Welfare cases involving abuse and neglect of children.
- Presenting Officer for Guardianship/Conservatorship cases at request of Tribal Court.
- Witness Assistance Program.
- Documentation and Collaboration with GTB Membership Department regarding state ICWA actions involving children who are members or eligible for membership in GTB, including out of state actions.
- Protection of the public safety through prosecution of crimes involving adults and juveniles.
- Compliance with Sex Offender Registration and Notification requirements of the Adam Walsh Act.
- Offer advice in civil matters to Tribal Elders
- Protection of victims of crime through prosecution of crimes involving victims.
- Referral to diversion programs, such as Peacemaking and Drug Court, as an alternative to formal prosecution in certain appropriate cases.
 - General advice and counsel to Tribal members

offer instruction in sober activities for Drug Court clients and probationers.

- Representation on Homeland Security Planning Board, LETPP Subcommittee, LEPC/LPT Committees, 911 Advisory Board, Governor's Task Force on Children's Justice, E-Team, LCSO EOC Tribal Liaison, Emergency Management (All Hazard Health Plan, Risk Communication, Pandemic Influenza Plan, MOU's, etc. in collaboration with GTB Health Department.

TRIBAL POLICE:

- Protection of the public through enforcement of Tribal, State, and Federal laws.
- Collaboration with the federal government (US Attorney and FBI) for investigation and enforcement of federal crimes.
- Search and Rescue.
- Emergency Response Team.
- Emergency Preparedness and Homeland Security (exercises, training, planning, etc.)
- Short term Safe keeping of items.
- Neighborhood Watch Program.
- Provide PBT services
- Sex Offender Registry and Notification Program.
- Safe Exchange Program.
- Community Police Activities.
- Bicycle Registry.

TRIBAL VICTIM ASSISTANCE PROGRAM:

- Personal Protection Orders (Domestic and Stalking)
- Locating resources and offering support for victims of crime.
- Accompaniment to court at victims request.
- Notification of victim rights.
- Providing assistance with victim impact statements and crime victim compensation forms.
- Court Watch.
- GTB FIRE and RESCUE DEPARTMENT
- Fire and Rescue Services.
- CPR , First Aid and AED Training (including FF1 & 11, MFR, EMT)
- Tribal Facility Inspections (playground, storage tank, tornado shelters, etc.)
- Drills (fire and tornado, evacuation, etc.)
- Fire Prevention Programs (smoke detectors, fire starter program, etc.)
- Emergency Preparedness Program.

CONSERVATION ENFORCEMENT:

Commercial Fisheries Enforcement.

Commercial Vessel Inspections.

Hunter Safety Course.

Identification and documentation for Special use Permits.

Wildlife Survey Counts.

Environmental Law Enforcement, storm run off sites, building sites and permits.

Great Lakes water safety instructor commercial vessels.

Hunter Safety Course Certification.

Inland Hunting, Fishing and Gathering Enforcement.

Illegal dump sites enforcement.

Joint Law Enforcement Committee.

Native American Fish & Wildlife Society Regional Director and member.

Natural Resource Protection.

Water Quality, related invasive species location documentation.

NATURAL RESOURCES

NR MAIN LINE 534-7500

The exercise of 1836 Treaty of Washington on waters and lands within the Ceded Territory.

INLAND:

- Produce, review and implement policies and Regulation booklets that go along with Inland Hunting, Gathering and Fishing Rights as recommended by the Natural Resources and Environment Committee.
- Hunting, fishing, trapping, gathering licenses and special use permits.
- Turkey and Deer tags issued throughout the appropriate seasons; organize and conduct lotteries for permit distribution.
- Elk and Black Bear tags issued throughout the appropriate seasons; organize and conduct lotteries for permit distribution.
- Special use permits; disabled Tribal hunter permits, special needs subsistence/ceremonial permit and road kill special use permit.
- Issue and manage the distribution of spearing and netting permits for fish species including walleye, steelhead and salmon.
- Inland Boat/Snowmobile/ORV registration.
- Sleeping Bear Dunes National Lakeshore access passes.
- Huron-Manistee National Forest access passes.
- Issue camping permits, firewood permits among

other permits authorizing tribal member resource use on USFS and State lands.

- Develop and foster working relationships with Federal and State Agencies to improve management efficiency, develop resource use agreements and improve productive communication with other resource management agencies.
- Wildlife Harvest monitoring including Deer Check Station, furbearer registration and other special inspections of harvested fish and game.
- Conduct Fisheries and Wildlife Habitat Surveys, Inventories and Assessments.

COMMERCIAL GREAT LAKES FISHING:

- Licensing of Captain and Helper.
- Commercial Vessel Observer Permits.
- CORA Boat Registration.
- ENVIRONMENTAL:
- NEPA Preparation and Compliance.
- Phase I Contamination Surveys.
- Surface Water Quality Analysis.
- Wetland Delineation.
- Soil Erosion Permits (on tribal land)

OTHER:

- Maintain Tribal Repository/Exercise of American Indian Religious Freedom Act.
- GPS Mapping and Technical Assistance.
- Plant, Bug and Fish Identification.
- Operation and Maintenance of the Tribe's Arthur Duhamel (Peshawbestown) and Beaver's Landing (St. James) Marinas.
- Glass, Plastic, Cardboard Recycling Bins located adjacent to Eagletown Market.
- Public Outreach and Education including Natural Resources Fair and Feast, kids free fishing days, fishery survey results reports to lake associations and watershed committees.
- Scuba Diving (Advanced Open Water) underwater search and recovery.
- Grant Writing and Administration for resource protection, restoration and enhancement projects with particular emphasis on collaborative projects to stretch dollars as far as possible.
- The Natural Resources Department provides this list of services to Tribal Members. If you have any questions, please visit or call us at (231) 534-7500.

OFFICE OF MANAGEMENT & BUDGET MAIN LINE 534-7578

OMB:

To provide the following direct services to the membership:

- Process applications & maintain database of Resident Tribal Members (RTM) for tax exemption.
- Issue (sales & use) tax exemption certificates for RTM's
- Issue per capita checks
- Provide copies of tax forms, upon request
- Provide verification of income, upon authorized request
- Process payment to family of deceased tribal members from the Burial Fund
- Calculate and process the annual payments to GTB elders from the Elders Trust Fund
- Process payment to family of deceased tribal members from the Burial Fund.
- The Burial Fund benefits are available for all duly enrolled tribal members. To obtain the benefit, we need a certified (original) death certificate and a copy of the funeral home contract. There are no beneficiary forms. Current benefit is \$7,500. Death Certificate and funeral home contract should be mailed to:
 - Burial Fund
 - Grand Traverse Band
 - 2605 N. West Bay Shore Dr.
 - Peshawbestown, MI 49682
- The Burial Fund benefit check is a two-party check made payable to the funeral home and the person who signed the funeral home contract.

OFFICE OF PROGRAM DEVELOPMENT & EVALUATION:

The Office of Program Development and Evaluation

works closely with tribal leaders and department managers to secure funding for new and existing programs and recommend program improvements to better meet the needs of Tribal membership. Many of the grants that GTB applies for are highly competitive where GTB has been chosen out of pools of hundreds of applicants from all over the country. Grant funds are used for a variety of programs including Head Start, the Teaching Family Home, the new Eyaawing Museum and Cultural Center building and family violence prevention programs.

SATELLITE OFFICES

Administration/Government

534-7750 fax 534-7565
TOLL FREE 1-866-534-7750

Benzie

534-7820 fax 534-7152
882-4116 fax 882-4194

Charlevoix

534-7061 fax 534-7148
536-0024 fax 536-0074

Traverse City

534-7760 fax 534-7773

HUMAN RESOURCES

MAIN LINE 534-7338

- The Human Resources Department would like to welcome all Tribal Members seeking employment, as well as current employees, to visit our operations located in the Government Annex building. Located in our department you will find our Employment Center, which serves as the main location for you to access all of the current job openings and apply for them on the spot.
- The Human Resources Department also serves as a base for current employees who may need assistance with any employment related issues, including benefits. We have a dedicated staff that would be more than happy to assist with any questions and/or concerns you may have.

GTB LEGAL DEPARTMENT

MAIN LINE 534-7000

- The Tribal Council is the client of the GTB Legal Department. The Legal Department will strive to provide professional, competent, comprehensive and timely services in all matters related to the client's constitutional functions as the executive and legislative branches of the GTB government. The legal services provided include: drafting legislation and professional advice related to the programmatic functions and interactions of the GTB tribal government with its tribal citizens and the tribal government relationship and coordination with the federal government and state government.
- 2% Program - The 2% program is the result of the Consent Decree, which settled Tribes v. Engler (Case no. 1:90-CV-611, U.S. District Court, Western District Michigan). With this settlement, the Grand Traverse Band agreed to pay 2% of its video gaming revenue to local units of government, as defined in the stipulation, no later than 60 days after October 1st and March 31st of each year. This payment schedule was modified with the consent of the State of Michigan to July 31st and January 31st of each year because the fiscal year of the Grand Traverse Band's gaming operations calendar-based. Recently, Tribal Council implemented new guidelines for the 2% program and revised the 2% applications. As of the most recent distribution cycle, June 2009, the Grand Traverse Band allocated 2% funding to local units of government totaling \$25,163,747.29.
- Land & Roads Management Office - This office handles many issues related to land acquisition, property management, fee to trust, transportation planning, road maintenance, road construction, residential tribal lots for member and mapping of GTB properties. Recently, GTB received recognition in the Traverse City Business News regarding a road project Robert Kalbfleisch facilitated. GTB received 2.4 million in funding from the Federal Highway Bill, through the office of Indian Affairs, for a new entrance at the Turtle Creek Casino west of the current entrance; funding for programs such as these help to strengthen the local economy and GTB as a whole.

HOUSING DEPARTMENT

MAIN LINE 534-7800

The mission of the Grand Traverse Band Housing Department is to provide and promote safe, adequate and affordable housing opportunities for GTB Tribal Members. The Housing Department does not provide emergency housing or shelters at this time. As the facilitator of housing for the tribal communities, the Housing Department is responsible for creating a healthy living environment for families through responsive initiatives that address social and economic concerns via a solution-oriented education based housing program. The Grand Traverse Band places a priority on homeownership as a means to stabilize communities by promoting self-sufficiency. While housing families is the primary mission of the Housing Department, the focus is on creating housing opportunities by assisting families to obtain the required knowledge necessary to make informed life decisions. In the absence of eligible GTB Tribal Members, the GTB Housing Department will provide these opportunities to other Federally Recognized Indian Families that live within the Grand Traverse Band six-county service area.

What Housing offers to Tribal Members:

- Housing applications and assistance for low-income, Market Rental and Mutual help. (Unit Placing) Rental Deposit Program
- Emergency Home Repair Applications
- Emergency Home Inspection
- Down Payment Applications
- Rental Subsidy Program.
- Home Buyer Classes
- Budget Counseling
- Financial Education
- Resources for other programs:
 1. Information for house insurance
 2. Well—septic applications
 3. Lot assignment applications
 4. Tax exempt application
 5. Human Services application
 6. Referrals for income tax preparation
 7. Referrals to regional emergency shelters

Division IV - Business Management

CLINIC

MAIN LINE 534-7200

Optical Services:

Provides optical services to eligible Tribal Members and operates within the Medicine Lodge with regular business hours. There is a technician on staff with minor repairs completed while you wait.

Electronic Medical Records Project:

Plan, design and test and implement a comprehensive Electronic Medical Records System for GTB.

CONTRACT HEALTH

MAIN LINE 534-7210

CHS Eligibility/ Guidelines:

- Must be a GTB Tribal member.
- Must reside within the six county service area.
- Applicant must not have or have availability to, a company sponsored insurance plan.
- Must furnish documentation to substantiate eligibility.
- Must be seen through the GTB Family Clinic or at a GTB Satellite outreach clinic by one of the on duty medical providers.
- Must bring GTB Clinic referral and/or written prescription to Contract Health to obtain a Pre-Authorization to receive assistance with services outside of the GTB Clinic. No Exceptions.
- Must use a GTB designated pharmacy for all prescriptions.

Following the Dental Guideline Priority Levels: an annual maximum of \$1,000.00 for members under the age of 55 and \$5,000.00 for members 55 and older will be available for dental services.

- Any member that is attending school full-time (12 or more credits) may be eligible for Contract Health Services. Applicant must provide the CHS office with a copy of their schedule prior to receiving assistance and also a copy of their transcripts when semester is finished.
- Any woman, pregnant with an eligible member's child, living within the CHSA, is eligible for limited CHS services (refer to the CHS policy

manual). Persons residing outside of the CHSDA ARE NOT eligible for the CHS program. They may be able to access extended health services through any IHS facility.

- Payment for costs incurred June 1, 2009 through September 30, 2009 will be considered providing; 1) eligibility requirements are met, 2) program procedures are followed, and 3) program funds are available.
- SERVICES THROUGH THE CONTRACT HEALTH PROGRAM ARE DEPENDANT ON THE AVAILABILITY OF FUNDS.
- Authorization For CHS
- Pre-approval requirements:
- Pre-approval is required at least 48 hours (2 days) prior to obtaining all medical/dental/optical/ laboratory services. Only prescriptions and emergent care are excluded.
- ALL PRE-APPROVALS MUST BE REQUESTED BY THE MEMBER unless unable due to a documented condition (blind, deaf, other incapacitated, etc.) If such condition exists, a waiver must be submitted stating person(s) authorized to control member's medical services. Services cannot be discussed with unauthorized persons. (Per HIPPA regulations).
- The MEMBER (or their authorized person) will contact their CHS specialist to furnish data needed to complete purchase order to the provider, authorizing payment for service. Actions outside of this procedure may be subject to payment denial.
- For emergency services, a CHS specialist must be notified within 72 hours of incident by the participant. All emergency cases are subject to review, prior to final payment authorization.
- If notification procedure is not followed or if upon review a service fails to meet eligibility emergency criteria, the bill for the service may be subject to payment denial. An elderly or disabled (as documented) participant is allowed 30 days to notify the CHS office emergency services. If services are reasonably available and accessible at a Tribal or IHS facility, or contracted facility/ provider, these locations will be utilized before care outside of the CHS program will be authorized.

An emergency is: Any medical condition for which immediate medical attention is necessary to prevent the death or serious impairment of an individual's health.

TREATMENT PLANS

The purpose of estimates and treatment plans are to minimize unexpected charges and unauthorized services. If a provider advises that a procedure is required (e.g. dental work, elective surgery, etc.) a treatment plan describing what is to be done, along with cost estimates, are required by CHS office for review. If, upon review, the treatment plan is acceptable, then approval will be granted and a purchase order is issued. Additional documentation or explanation of necessity may be required for this review. If this procedure is not followed, the bill(s) for that service may be denied for payment.

DENTAL/MEDICAL PRIORITY SYSTEM

Funding for the CHS program occurs once a calendar year. This fund must last the entire year. In order to provide that funds will be available for the services most needed by membership, that is medical and dental services essential for overall health, as funds are depleted, the priority level for services available under CHS will be adjusted to ensure that essential services are available.

The current priority levels will be posted in all GTB offices and will be circulated via the GTB newsletter. Persons requesting services outside of the current priority level will be placed on a DEFERRED SERVICES list. When funding for those services become available again, persons on the deferred list will be notified and given priority for those services. **Descriptions of the dental and medical priority levels are available upon request.**

LIMITED BENEFITS

Dental

Maximum \$1,000. per year for members under 55.

Maximum \$5,000. per year for members 55+

Optical Exams

Every two (2) years for adults (unless medical reasons require more frequent visits)

Yearly exams for children/students.

CHS does not cover the cost of glasses when purchased outside the GTB Optical Department. A variety of frames are made available to you through the CHS Program.

EXCLUDED SERVICES

- Charges for no-show appointments, the CHS program will not be held responsible for missed appointment charges. The patient will be responsible for all no-show charges.

- Contact Lenses
- Cosmetic Surgery
- Massage Therapy (unless patient receives a written prescription from one of the GTB Family Health Clinic physicians).
- Cosmetic Dental Services (e.g., bleaching, braces, etc.)
- Abortion
- Weight Reduction Pills
- Fertility Drugs and Testing
- Over the counter prescriptions
- **This list is not all inclusive**

PAYMENT DENIALS

- If a CHS participant is denied payment for service, the participant will be notified in writing stating the service was denied and the reason(s) for denial. The participant has the right to appeal the decision, in writing, as outlined in the CHS policy manual. If an appeal is not initiated within 30 days allowed from the issue of the denial, appeal may be denied.
- Note: Bills incurred prior to meeting eligibility for the CHS program, or when suspended from service WILL NOT be paid.
- APPEAL PROCESS (SUMMARY)
- If you would like to appeal a decision regarding payment of your medical, dental, RX, optical bill(s) you may follow the GTB Due Process. The first step is to contact the Tribal Manager at (231) 534-7965 to request a reconsideration of the CHS decision. The Tribal Manager will review your case and make a determination about payment of your bill. If the Tribal Manager upholds the denial, you may then submit an appeal to the Tribal Council.
- We regret we cannot provide all services to all people; we are limited in our resources. With everyone's cooperation we can provide the help to those most in need of medical intervention. Please follow the procedures outlined so the system can operate smoothly for everyone.

CONTRACT HEALTH IN REVIEW:

- When you need medical services, call your CHS specialist no less than 48 hours (2 days) before the appointment. You must speak directly to a CHS person to receive an authorization.
- Record your authorization number.
- If you need emergency services, you must notify this office within 72 hours after the service. Emergency services are for life threatening situations only, as determined by the doctor's report. Elders have up to 30 days to notify the CHS office. All emergent services are reviewed before authorization is issued.

CONTRACT HEALTH NOTE:

- Reassessments are due EVERY YEAR during the month of your birthday.
- You MUST send CHS updated information to avoid suspension of medical benefits if:
 - a. You move
 - b. Change in name
 - c. Change in phone/contact information
 - d. Change in medical coverage(s)
- YOUR MEDICAL INFORMATION CANNOT BE DISCUSSED WITH ANYONE WITHOUT YOUR WRITTEN CONSENT.
- Please keep your consent form updated yearly if you depend on someone to manage your medical affairs.
- IF YOU HAVE ANY CONCERNS OR QUESTIONS ABOUT YOUR ELIGIBILITY OR YOUR MEDICAL BILLS, CONTACT CHS IMMEDIATELY.
- We know how confusing medical, dental, etc. can be. Our goal is to make sure all your questions are answered and any concerns resolved.
- When you have questions or concerns about any of your medical, dental, optical, RX, or Behavioral Health bills, please call CHS immediately.

DENTAL

PLEASE CALL 543-7200

Division V - Tribal Court

TRIBAL JUDICIARY

MAIN LINE 534-7050

- The Grand Traverse Band Tribal Judiciary consists of the Tribal Appellate Court, with three Appellate Judges and the Tribal Court, with one full-time Chief Judge and one part-time Associate Judge. The Tribal Judiciary's authority to hear cases comes from Article V of the Grand Traverse Band Constitution, Tribal ordinances and other regulations.
- The Tribal Appellate Court hears appeals from decisions of the Tribal Court, and also makes policy decisions concerning the adoption of court rules, court policies, etc. The Tribal Appellate Court meets on a quarterly and as needed basis.
- The Tribal Court is the court of general jurisdiction and hears all cases at the trial level, including civil, criminal, juvenile, traffic, Indian Child Welfare (ICW), minor trust and all other cases.
- The Tribal Court is open Monday thru Friday and is generally open to the public from 8:00 A.M. to 5:00 P.M. The Tribal Court runs a Healing to Wellness Drug Court Program to help those with alcohol or drug related offenses break the cycle of addiction.
- The following is a list of all direct services to the Tribal membership provided by the Tribal Judiciary:
 1. Resolution of cases filed with the Tribal Court, including, but not limited to, accepting filings; answering procedural questions (without giving legal advice); scheduling hearings, pre-trial conferences, jury and nonjury trials, etc. and mailing out notices; providing forms and copies of court orders, etc.; all related to the following types of cases:
 - a. Civil
 - b. Criminal and Traffic
 - c. Juvenile
 - d. Indian Child Welfare
 - e. Minor Trust
 - f. Family Law
 - g. Personal Protection Orders
 - h. Foreign Judgment Recognition
 - i. Estates
 - j. Guardianship and Conservatorship
 - k. Conservation
 - l. Other cases
 2. Resolution of appeals filed with the Tribal Appellate Court, including, but not limited

- to, accepting filings; answering procedural questions (without giving legal advice); scheduling hearings, oral arguments, etc. and mailing out notices; providing forms and copies of court orders, etc., in all appeal matters.
- 3. Probation Supervision (only as ordered by the Court) - Monitoring and advising clients on compliance with conditions of probation:
 - a. Adult supervision
 - b. Juvenile supervision
- 4. Friend of the Court—Making recommendations regarding child support and custody; enforcement of court orders concerning child support.
- 5. Healing to Wellness Drug Court (only as ordered by the Court) - Providing drug/alcohol treatment, testing, cultural activities and close supervision to those in the program.
- 6. Drug and Alcohol Testing (Drug Court and bond/probation cases only)
- 7. Moral Reconciliation Therapy (MRT) - (only as ordered by the Court).
- 8. Notarization of documents.

Tribal Judiciary Fee Schedule

The following is a Tribal Judiciary Fee Schedule at the time of this printing.

- Civil filing fee (including divorce and adoption)\$100.00
- Probate matters filing fee (including guardianship petitions).....\$100.00
- Consent judgment filing fee\$100.00
- Foreign judgments filing fee.....\$100.00
- Minor trust filing fee.....\$100.00
- Child support filing fee.....\$100.00
- Small claims filing fee.....\$ 60.00
- Appeal filing fee\$150.00
- Civil jury demand fee\$100.00
- Garnishment fee\$50.00
- Motion fee (Attorneys only).....\$20.00
- Certified mail fee\$5.00
- Personal service fee Actual cost
- Marriage fee\$50.00 + mileage
- Copies of court documents\$.25 per page
- Certified copy fee\$10.00
- Transcripts Actual cost

NOTES:

A large rectangular area for taking notes, bounded by a thick black line. The top-left and bottom-right corners of this area are marked with small squares. The interior of the area is filled with horizontal lines, each ending in a small circle on the right side, creating a series of 20 rows for writing.

