



NHBP TRIBAL COURT

NOTTAWASEPPI HURON BAND OF THE POTAWATOMI

2221 1 1/2 MILE RD. • FULTON, MI 49052

P: 269.704.8404 • F: 269.729.4826 - ORI NO. MID10077J

COURT INFORMATION REQUEST FORM

Person Making Request: _____

Phone Number: _____ Email: _____

Name of Case: _____

Date(s) of Case: _____ Tribal Court Case No.: _____

Relationship to Case: Attorney/Party/Interested Person Other: _____

Type of Request

Case File or Documents in a Case File; Date You Are Requesting Copies: _____

Transcript; Date You Are Requesting Transcript: _____

Listen to Recording; Date(s) You Are Requesting to Listen to Recording: _____

Other: _____

Reason for Request: _____

AGREEMENT OF TERMS

I understand and agree to the following terms:

- The Chief Judge must first approve or deny all Court Information Requests.
- It may take several weeks or longer, depending on the length of the Court proceeding, to obtain a transcript.
- The cost for copies of documents is \$1.00 per page.
- The cost of a transcript is \$3.00 per page.
- The total amount due for a transcript is dependent upon the number of pages and cannot be calculated until the transcript is complete.
- Transcripts for hearings lasting one (1) hour or more shall require a deposit of \$50.00 in order to start the transcript.
- Payment must be made before copies or a transcript will be released, unless an Affidavit for Waiver of Fee is submitted with this Request and approved by the Chief Judge.

Date

Signature

FOR COURT USE ONLY

Request to Listen to Recording of Court Proceeding

To Be Completed by Chief Judge or Chief Judge's Designee

The Request is: Approved Denied

Reason: _____

Date

Signature of Chief Judge or Chief Judge's Designee

To Be Completed by Court Clerk

Decision was communicated to person making request: No Yes; Date: _____

The person making request listened to the recording: No Yes; Date: _____

Notes: _____

Court Clerk Initials _____

Request for Copies or Transcript

To Be Completed by Chief Judge or Chief Judge's Designee

The Request is: Approved Denied

Reason: _____

Payment is Required Deposit is Required (Hearing longer than 1 hour)

Fee Waiver Approved Other: _____

Date

Signature of Chief Judge or Chief Judge's Designee

To Be Completed by Court Clerk

Type of Request: Copies Transcript

Number of Page(s): _____ Cost Per Page: \$ _____ Total Due: \$ _____

Deposit Made By: Inter-Office Payment Cash Credit Card Check; No.: _____

Payment Made By: Inter-Office Payment Cash Credit Card Check; No.: _____

Released to: _____ Date: _____

Court Clerk Initials _____