

PYRAMID LAKE TRIBAL COURT RECORD REQUEST

1. Record request is made by:
Name: _____
Organization: _____
Current Address: _____
City/State/Zip: _____
Email address: _____
Telephone Number: Home: _____
Business: _____
Mobile: _____

2. I am a: _____ PLP Tribal Member # _____
 _____ Tribal Department/Program
 _____ Member of the general public
 _____ Business Entity
 _____ Member of the Press
 _____ Advocate/Attorney

3. Why are you requesting 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....) _____

**PLEASE BE ADVISED THAT MATTERS INVOLVING MINOR CHILDREN,
PERSONNEL OF THE PYRAMID LAKE PAIUTE TRIBE, CASES SEALED DUE TO
NON-DISCLOSURE AGREEMENTS, OR ANY CASES THAT CANNOT BE
DISSEMINATED PER COURT ORDER, WILL NOT BE RELEASED.**

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 (\$.15 per page fee)

_____ Please send copies electronically (email):

_____ To address provided

_____ To the following address _____

_____ Please deliver copies at the address provided (All copies mailed via U.S. Mail)

_____ Please deliver copies at the following address:

● I understand that my request will be reviewed by the Chief Tribal Court Judge, however, if you are a party in the case that you are requesting information from, the Court staff will provide all copies needed. 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. Should I fail to appear at the hearing, my request will be denied.

● I understand 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 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 fourteen (14) days of being notified, by the Court, of the total amount due. The Court will not release any documents prior to full payment being received, no exceptions.

Date: _____

Signature of Requesting Party

Printed Name (Must be Legible)

