PUYALLUP TRIBAL COURT

1451 East 31st Street · Tacoma, Washington · 98404
Phone: (253) 680-5585

Copy Request Form

Notice to the Requestor:
- You must identify the case by its specific case name or case number. General search requests will be rejected.
- If you are not a party to the case, then your copy request may require Court approval.
- **The Court may reject incomplete Copy Request Forms.**
- Advance payment is required for paper copies if your request is more than twenty (20) pages at $0.25 per page and audio CDs at $15.00 per hearing.
- The Court will call you to inform you of the cost of your Copy Request if required.
- Payment must be made via cash, check, or money order payable to Puyallup Tribal Court.
- The Court will complete your request the **following Friday** after receiving your payment.
- The Court will call you to inform you that your Copy Request is ready for pick-up.
- You will have <u>ten (10) business days</u> after being contacted to pick up your copies.
- Copies not picked up after you have been contacted will be destroyed after ten (10) business days, and your payment will not be refunded.

Case Name: _____ **Case No.:** _____

1. I, _____, ☐ am a party to the case; ☐ am not a party to the case.
Full Name

2. My contact phone number: _____

My mailing address (*optional*): _____

3. Document(s) Requested:

☐ Complete File   ☐ Filings from __/__/__ to __/__/__
                                           Date   Date

☐ CD audio of __/__/__ Hearing   ☐ __/__/__ Motion
              Date   Date

☐ Other: _____

_____

_____

_____

_____

4. I request ☐ _____ copy(ies) and/or ☐ _____ Court certified copy(ies).

COURT USE ONLY

Request Date: _____   Scan Date: _____   ☐ Sealed pending Motion

No. of Pages: _____   Payment Due: $ _____   Contact Date: _____

☐ Payment Received   Receipt No.: _____   ☐ Receipt Copy Attached

Distribute Date: _____   ☐ Destroyed _____   Completed By: _____
                                              Date   Initials