



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 ten (10) business days 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.

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