

COMANCHE NATION TRIBAL COURT
REQUEST FOR COPY OF DOCUMENT(S)

INSTRUCTION SHEET

1. Complete Request for Copy of Document(s) form
2. Sign and date the Request for Copy of Document(s) form
3. Submit Request for Copy of Document(s) form **AND** any applicable copy fees payable by cashier's check or money order made payable to the "Comanche Nation Tribal Court" to the Court Clerk's office.

Copy/Research Fees:

- 1-10 pages – No Copy Fee
- 11-50 pages – \$0.10/page Copy Fee
- 50+ pages -- \$10 Copy Fee
- \$1.00/copy – Certified Copy Fee

The copy fee **MUST** be paid at the time you submit the Request for Copy of Document(s).

Request for Copy of Documents may take up to 10 business days. The Court Clerk will contact you at the telephone number, email address, and/or address you listed in the Request for Copy of document(s).

Should you fail to pay the total amount required your request will not be processed.

Case No.: _____

Case Name: _____

Document(s) Requested:

- | | | |
|--|--|---|
| <input type="checkbox"/> Petition/Application | <input type="checkbox"/> Notice of Hearing | <input type="checkbox"/> Order/Decree |
| <input type="checkbox"/> Summons | <input type="checkbox"/> Court Minute | <input type="checkbox"/> Complete Case File |
| <input type="checkbox"/> Other, specify: _____ | | |

The document(s) requested is for the following purpose:

- | | |
|--|--|
| <input type="checkbox"/> Never Received | <input type="checkbox"/> Misplaced/Lost or Destroyed |
| <input type="checkbox"/> Other, specify: _____ | |

Estimated number of pages: _____

Name: _____ Telephone No.: _____

Mailing Address: _____
(Mailing Address – Include City, State and Zip Code)

Email Address: _____ No email address

Signature: _____ Date: _____
(REQUEST WILL **NOT** BE PROCESSED WITHOUT THE SIGNATURE AND APPROPRIATE FEES)

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****FOR COURT CLERK'S OFFICE USE ONLY****

Date Received: _____ Received by: _____

Actual Number of pages: _____

Copy Fee: _____

CERTIFICATION OF COMPLETION

I, the undersigned Court Clerk, hereby certify that I emailed, faxed, or hand delivered, a true and correct copy of the requested document(s), to the requestor on this _____ day of _____, 20____.

Court Clerk/Deputy