

Tlingit & Haida Tribal Court
Document Request Form

Part A: Requesting Party

Name (required): _____ Phone: _____

Address: _____ Email: _____

City / State / Zip: _____

Part B: Case Information

Party name(s) at the time the case was filed: _____

Petitioner: _____

Respondent: _____

If you request a copy of a confidential record (e.g., paternity), you **must attach** a copy of your photo I.D. to this form to verify that you are a party in the case. We cannot email or fax confidential documents.

Court File No. _____ TCSU File No.: _____ Date range from: _____ to: _____

Part C: Document(s) & Type of Copy

Check the box for the document(s) you want **and** fill in the number for each type of copy. If you don't know the document title or it's not listed here, please describe it in "Other" below. Attach more pages if needed.

*****Note:** If you want a **specific version** of a document other than the most recent, please fill in the date the Document was filed.

- Plain Copy _____ Certified Copy _____ Date Filed: _____
- Divorce Decree
 - Child Support Order
 - Visitation / Custody Order
 - Judgment
 - Summons and Complaint/Petition
 - Other: _____

Part D: Copy Fees & Delivery Options

Copy of Hearing Audio \$10 /Xerox Copies \$.05 per page

Make check or money order payable to "Tlingit & Haida – Tribal Court"

We require payment **before** we will process your request.

Delivery Options

- U.S. Mail
- Email
- Fax
- Pick-Up
- Other (pre-paid FedEx, UPS)

**Copy Requests may take 3 to 5
Business Days**

- Expedited Request

Date Needed By: _____

Send completed Request Form and payment to:

Tlingit & Haida – Tribal Court
320 W. Willoughby Ave. Suite 300
Juneau, Alaska 99801

cclerk@ccthita-nsn.gov

Phone: 907-463-7165 Fax: 1-866-532-3558