

LITTLE RIVER BAND OF OTTAWA INDIANS
TRIBAL COURT

ADMINISTRATIVE ORDER: 2021-004

PROCEDURE REGARDING TRANSCRIPTS

All requests for transcripts of Court hearings, including trials, shall be subject to the following:

All requests shall be made in writing by filling out the "Request for Ordering Transcripts". The form can be picked up at the Court or found online at <https://lrboi-nsn.gov/government/tribal-judicial/tribal-court/> under "Tribal Court Rules and Forms".

A \$30.00 (thirty) non-refundable deposit is required to be submitted with the Request for Ordering Transcripts form. The charge for a transcript is \$3.00 (three) per page. The transcript will NOT be started until both the form and the deposit are paid.

Once the request has been made and the deposit paid, the transcript will be started and completed. The requestor will be responsible for the full amount of the transcript. Payment for the complete transcript shall be paid upon completion.

Cancellations of Requests for Ordering Transcripts MUST be in writing and do not alleviate the requestor from payment of what has been completed up until the time of the cancellation.

Any unpaid balances are subject to wage and/or per capita garnishment until the amount is paid in full.

If there is any amount owing on a previously ordered transcript, no new requests for transcripts will be allowed until any and all past due amounts are paid.

Date: June 29, 2021



Hon. Angela Sherigan

