IN THE SITKA TRIBE OF ALASKA
SITKA TRIBAL COURT

RECORDS REQUEST

Sitka Tribe of Alaska
Sitka Tribal Court
204 Siginaka Way
Sitka, Alaska 99835
(907)966-9627

Instructions for Requesting Records

Request in Writing. All records requests are in writing by filling out the form on page 2 of this document and submitting it to the Tribal Court Clerk via U.S. Mail, e-mail, or in person, at the following addresses.

Mailing & Physical Address: Sitka Tribe of Alaska
Tribal Court Clerk
204 Siginaka Way
Sitka, AK 99835

E-mail Address: court@sitkatribe-nsn.gov

Complete Form. Please complete the entire Records Request from. A complete form makes for a smooth process; information missing makes for complication and delay.

Confidential Records. All Tribal Court cases are considered to be confidential records. Only legal parties to a case are allowed to receive copies. If you are requesting copies and are not a legal party to the case, the request will only be granted upon permission of the Court and signed by a Tribal Court Judge.

Processing Time. Processing time for normal requests is approximately five business days. Large requests, or requests that require research, may take longer to process.

Specify. Please specify the type of copies you are requesting (certified or plain), how many copies of that document you are requesting, and how you would like to receive your copies. Please note that Certified copies may only be mailed, via U.S. Mail, or picked up, in-person, from the Tribal Court Clerk's office. Plain copies may be mailed, e-mailed, or picked up in-person.

Witness. This request requires your statement on oath, or affirmation, that you have read the document in its entirety, that you believe all of your statements are true, and your signature to be witnessed by the Tribal Court Clerk, a Notary Public, or another person authorized to administer oaths. Please do not sign this form without being in front of one of the above stated persons authorized to administer oaths. A State-Issued photo ID, Passport or Tribal Citizen Card will be required for this process.

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Requestor's Name: _____ Legal Party to the Case: ☐ Yes ☐ No

Phone Number: _____

E-Mail Address: _____

Mailing Address: _____

Case Name: _____

Tribal Court Case Number: _____

Reason for Request: _____

DOCUMENTS REQUESTED FROM CASE FILE

☐ Petition
☐ Decree of Adoption
☐ Letters of Guardianship
☐ Log Notes Dated: _____
☐ Motion: _____
☐ Order: _____
☐ Other: _____
☐ 20 Day Ex-Parte Order
☐ Long-Term DV or Stalking Order
☐ Dismissal or Order to Dissolve

TYPE OF COPIES REQUESTED *Plain Copies will be sent if not specified*

☐ Plain Copies ☐ Certified Copies How Many Copies _____

DELIVERY METHOD REQUESTED *Certified copies must be In-Person or U.S. Mail*

☐ In-Person ☐ U.S. Mail ☐ E-mail

BRING PHOTO ID AND SIGN IN THE PRESENCE OF THE TRIBAL COURT CLERK, NOTARY PUBLIC, OR OTHER AUTHORIZED INDIVIDUAL, PRIOR TO SIGNING.
I state on oath, or affirm, that I have read this document and believe all statements in it are true.

_____ _____
Date Requestor's Signature

Subscribed and sworn to or affirmed before me at _____, Alaska on _____

(SEAL) _____
Tribal Court Clerk or Notary Public
My Commission Expires: _____

Court Use Only Date Received:_____ Received By:_____ Processed On: _____
__Approved or __Denied Judge Signature (if approved):_____ Date:_____
Reason Denied:_____