

**ISLETA TRIBAL COURT
REQUEST FOR RECORDS**

Date of Request: _____

Person Making Request (Print): _____ Phone: _____

Address: _____

Case Name: _____ Case No. _____

I am requesting a copy of the following:

**Please note specific dates of filings or hearings.*

- | | |
|--|---|
| <input type="checkbox"/> Court Judgment/Order | <input type="checkbox"/> Civil Complaint/Petition |
| <input type="checkbox"/> Notice of Hearing/Summons | <input type="checkbox"/> Criminal Complaint/Citation |
| <input type="checkbox"/> Notice of Appeal | <input type="checkbox"/> Audio Recording of Hearing(s) \$25.00 per CD or USB Flash Drive |
| <input type="checkbox"/> Other: _____ | |

NOTE: A Court Clerk will review the court records for the document(s) requested. However, it takes at least five (5) days to process this request. More time may be needed for the Court to respond to any large requests. A Clerk will contact you at the phone number listed when your request is completed. ***There is a charge of .50 per page, which must be paid at the time of pick-up.*** If the total is more than \$5.00 it must be paid with a money order.

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FOR COURT USE ONLY

APPROVED FOR RELEASE DENIED

TRIBAL COURT JUDGE SIGNATURE: _____ DATE: _____

Date researched: _____ Clerk: _____

The following records were located and are attached: _____

Number of copies made: _____ Total: \$ _____

The following records are not available: _____

The records requested were not located.

Other _____