

LITTLE TRAVERSE BAY BANDS OF ODAWA INDIANS TRIBAL COURT	ADMINISTRATIVE ORDER	002-042108
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7500 Odawa Circle, Harbor Springs, MI 49740

Phone (231) 242-1462

ADMINISTRATIVE ORDER 002-042108

The following procedures for disclosure of public documents act are hereby adopted by the Little Traverse Bay Bands Tribal Court:

Tribal Court Procedures for Disclosure of Public Documents

Section 1. Waganakising Odawak Statute 2006-024 mandates disclosure of public documents.
See WOS 2006-024, Section I.

Section 2. Tribal Court Authority

- A. Article VI. B. of the Little Traverse Bay Bands of Odawa Indians Constitution provides for the three branches of government and outlines the authority and separation of functions of each.
- B. Article IX. of the Little Traverse Bay Bands of Odawa Indians Constitution establishes the Judicial Branch and the court system.
- C. Article IX. I. of the Little Traverse Bay Bands of Odawa Indians Constitution provides for the Tribal Judiciary to establish the practice and procedure in all courts.

Section 3. Tribal Court Procedure

- A. Public documents of the Court shall include, among other things, budgets and supporting documents, budget modifications, court statistics, court rules and procedure, and rules of office procedure.
- B. Documents that are not public shall include the following: tribal court reports, memorandums, letters, and electronic mail (email) communications dealing with court cases, court issues, or internal matters of the court.
- C. The Little Traverse Bay Bands of Odawa Indians statutes exclusively state what information contained in the case file is open for inspection and who may have access to court records.
- D. The only documents considered public are those specifically authorized by statute or provided for in this procedure for disclosure of public documents.
- E. It is the policy of the Tribal Court that judges and staff monitor email communications. Email communications considered relevant to the Court are saved and/or filed into the case file. Other email communications are disposed of in a timely manner. Any LTBB tribal department or

agency receiving or having access to email communications from the Court does not have the authority to release the information contained in the emails without prior approval of the Court.

- F. Tribal Court electronic data is stored on Little Traverse Bay Bands Tribal Court P: drive. Access to the P: drive is permitted only in the performance of Tribal Court business by Tribal Court staff and judges. Any information stored on the P: drive shall not be copied nor released without Court approval.
- G. All requests for Tribal Court public documents need to be in writing and addressed to the Little Traverse Bay Bands of Odawa Indians Tribal Court Administrator. Any department or branch of government receiving a request for release of Tribal Court public documents all contact the Court Administrator. The Court Administrator is authorized to approve or disapprove all requests.
- H. The cost for copies of public information shall be .20 cents per page.

CERTIFICATION

I certify that this Administrative Order was duly adopted by the Tribal Judiciary on April 21, 2008.

Certificate of Service

I certify that a copy of *Administrative Order 002-042108* was served upon the following by personal service at 7500 Odawa Circle, Harbor Springs, MI 49770:

Little Traverse Bay Bands of Odawa Indians
Executive Office (Received by Candace Worthington)

Little Traverse Bay Bands of Odawa Indians
Legislative Office
(Received by Legislative Leader, Beatrice Law)

Little Traverse Bay Bands of Odawa Indians
Tribal Administrator (Received by Acting, Melissa Claramunt)

On this day April 22, 2008.

Bernadece Kiogima, Court Administrator