



QUINALUT INDIAN NATION TRIBAL COURT

PO Box 99, 136 Cuitan Street, Taholah, WA 98597

Ph: (360) 276-8215 x2222 Fax: (360) 276-4606

What records are considered court records?

"Court records" include any document, information, exhibit, or other documents maintained by a court in connection with a court hearing proceeding. Examples of court records are a case summary, order, decree, judgment, parenting plan, civil judgment, petitions, criminal history, or audio/video court hearing proceedings.

What kinds of records are not available to the public?

Some records are only available to the parties and may not be disclosed to the general public. Records unavailable to the general public include:

- Adoption Records
- Paternity Records
- Youth in Need of Care Records
- Youth Guardianship
- Elder and Vulnerable Adult Guardianship Records
- Elder and Vulnerable Adult

Protection Order Records

- Protection Orders
- HIPPA Records and Personal Information Records

Can I access court records online?

Currently, the Tribal Court does not provide access to online records.

How can I request my records?

- **Step 1:** Complete a Document Request form available at the court clerks window
- **Step 2:** Return the Document Request form at the court window during filing hours or by email to Courts@quinault.org

How long will it take?

All requests will require a minimum of 7 days to complete. If the case is older than one year, it can take 2 weeks. The Court Clerk will call or email you when the documents are ready for pick up.

How much does it cost?

Copies are \$00.25 per page and \$15 per audio/video hearing CD.

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Public Document Request Form

(Please complete – please print legibly)

Requestor Name: _____ Case # _____

Relationship to case: ☐ Petitioner ☐ Respondent ☐ Attorney for Petitioner/Respondent ☐ Other: _____

Other parties to case: _____

Address: _____ Phone: _____

City: _____ State: _____ Zip Code: _____ Email: _____

If request is for a criminal matter and the requestor has a public defender, the fee will be waived. Please indicate who public defense counsel is, if applicable: _____

Documents requested:

- ☐ Complaint / Petition ☐ Civil Judgment ☐ Copy of Complete file
☐ Judgment and Sentence ☐ Satisfaction of Judgment ☐ Motion filed: _____
☐ Criminal Conviction History ☐ Parenting Plan ☐ CD audio copy specify Hearing Dates: _____
☐ Other: _____

All Requests will require a minimum of 7 days to complete. If the case is older than one year, it could take as long as two weeks. We will call or email you when the documents are ready for pick up.

How can we reach you when the request is complete? ☐ Telephone or ☐ Email

I agree this copy is for my purpose only and will not disclose to anyone else.

Requestor's Signature: _____

Request picked up by: _____ Date: _____

COURT USE ONLY

Estimated Cost: \$ _____

Payment received ☐

Authorized by: _____

Payment waived ☐

- ☐ The Court does not have the following Records.
☐ The Court cannot provide copies of the records requested due to Quinault Tribal Code restrictions.
☐ The Court requires a Motion for Copies to be filed, and a hearing on this matter.
☐ The following Judge has approved this request, and will allow copies to be made: _____

Judge

☐ Other: _____

I have made copies of the records requested and ☐ mailed ☐ emailed ☐ delivered to requestor stated above.

Court Staff Initials: _____ Date: _____

DOCUMENT REQUEST FROM

Revised 9 /22 MJ



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