

**IN THE SOUTHERN UTE TRIBAL COURT  
ON THE SOUTHERN UTE INDIAN RESERVATION**

**REQUEST FOR ELECTRONIC RECORDING OR COURT DOCUMENTS**

Administrative Order 2009-01

No documents or audios will be copied until the copy fees have been paid.

***To filing party: Please attach any additional documentation regarding this request.***

**Rates**

Audio request	Document request:
\$25.00 per hearing	\$.50 per page
+ \$25.00 for each additional storage device	\$10.00 for a certified copy/per document

<b>ORDERING PARTY INFORMATION</b>		
Full Name(Included Firm Name)		Mailing Address
Phone Number	City	State, Zip
<b>TRANSCRIPT INFORMATION</b>		
<b>Purpose of request:</b> <input type="checkbox"/> Personal <input type="checkbox"/> SUIT Court Case Related		
CASE No.	Defendants Name:	
<input type="checkbox"/> <b>Audio Recording Request</b>	Specify date(s), name of parties and portion(s) of proceedings(s) Requested <i>(If transcribing please attach the name address and telephone # of transcriber, and proof of estimated cost)</i>	
Date(s)	Times(s)	Name of Parties/Portion(s)
<input type="checkbox"/> <b>Document Request</b>	Specify date(s), name of parties and portion(s) of proceedings(s) Requested	
Date(s)	Times(s)	Name of parties/Portion(s)
<b>ORDERING INFORMATION</b>		
Total # of Audio CD's Requesting:	Total # of Copies Requesting:	
<b>FOR COURT USE ONLY</b>		
Date of Request:	Audio/copies prepared by:	Date:
Date Requestor Notified:	Date Transcript mailed/delivered:	
Completed by	Date:	

IN THE SOUTHERN UTE TRIBAL COURT  
ON THE SOUTHERN UTE INDIAN RESERVATION

ADMINISTRATIVE ORDER 2009-01

COPIES, RECORDINGS, AND CERTIFIED TRANSCRIPTIONS OF COURT  
PROCEEDINGS:

WHEREAS, documents filed with the Court and orders issued by the Court are maintained and preserved by the Clerk of the Court.

WHEREAS, proceedings that occur in the Southern Ute Indian Tribal Court are recorded and preserved by the Clerk of the Court.

WHEREAS, there is no procedure for obtaining copies and recordings of Court proceedings within the Southern Ute Indian Tribal Code.

WHEREAS, it is desirable to establish a policy that enables parties and other interested persons to obtain certified documents and transcripts of proceedings that occur in the Southern Ute Indian Tribal Court for appeal and for other purposes.

WHEREAS, the Chief Judge of the Southern Ute Tribal Court possesses the inherent authority to establish administrative procedures by issuing administrative orders.

NOW, THEREFORE, IT IS ORDERED THAT:

I. COPIES OF DOCUMENTS IN COURT FILES

A. When a party or other interested person (hereinafter "party") wishes to obtain copies of documents, including orders maintained in Court files, the party shall request the copies from the Clerk of the Southern Ute Indian Tribal Court in writing. The request shall include the case number, the names of the parties, the date the document was filed or that the order was issued, and the title of the document, if the document is titled. **No documents will be copied until the copy fees have been paid.** At the time the documents are requested, the party requesting copies shall be required to pay a fee per page. If the documents requested are voluminous, then the Clerk shall estimate the number of copies. The party requesting the copies will be required to pay the difference if the estimate is lower than the actual number of pages. Any overpayment will be returned to the party once the copies have been made. The fee for copies may be waived only in criminal cases, when the Defendant meets criteria for appointment of the Public Defender.

B. **Within five business days of receiving a request for copies of documents, the Clerk of the Court shall make the copies and notify the party requesting the copies that he or she may pick up the copies at the Office of the Clerk of the Court.**

A. Any party requesting a certified transcription shall be responsible for paying for the full cost of preparing the transcription.

B. If a party desires a certified transcription, then the party shall comply with part A. with regard to Obtaining Recordings of Court Proceedings in part II above. In addition, the party shall notify the Court of the party's intent to obtain a certified transcription, and include the name, address, and telephone number of the transcriber the party intends to hire to transcribe the recording. The party requesting the certified transcription shall provide proof that the estimated cost of transcript preparation has been received by the transcriber.

C. The Clerk of the Court shall mail a copy of the recording directly to the designated transcriber within five business days of receiving all of the information discussed above. The Clerk of the Court shall enclose a letter informing the transcriber that the Court will not be responsible for costs associated with preparing transcriptions under any circumstances. If the actual cost exceeds the estimated cost, then the transcriber shall cease working on the transcription immediately and obtain additional payment from the party requesting the transcription.

D. The original certified transcript shall be mailed directly to the Court by the transcriber. Any other party desiring a copy of the transcript shall contact the transcriber directly to pay for and obtain a copy. The Court will not make copies of original certified transcripts for parties to an action before the Court.

The standards established by this Administrative Order and the Southern Ute Tribal Code, shall be and are hereby approved and shall serve as the procedure for obtaining documents, recordings of proceedings, and certified transcriptions.

DONE AND SIGNED THIS 24<sup>th</sup> DAY OF SEPTEMBER 2009.

  
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CHIEF JUDGE, SOUTHERN UTE TRIBE