



OFFICE OF THE TRIBAL ATTORNEY
Work Request Form

Department & Requestor: _____

Requestor's Email (*must be provided*): _____

Contact # (*include extension*): _____

Supervisor Signature: _____

Allow 2 weeks for Legal review. Please note that the Office of Tribal Attorney is under the direction of Council ONLY, we are unable to represent tribal members.

Type of Request:

- Standard Contract Non- Standard Contract Review Legal Opinion
 Other _____ Dollar Amount: _____

Describe your legal question. Provide as much detail as possible, use extra paper if needed. And attach all relevant documentation. An incomplete packet may not be reviewed. A complete packet includes OTA Work Request Form; which also applies to Contracts as well. Please provide relevant TERO information including any exemptions.

OTA Response/Comments:

Office Use Only

John Corbett, Senior Attorney	Request Approved
Charles Henry, Staff Attorney	Approved with Revisions*
Christa Norton, Paralegal	*(please provide revised copy)
Nathan Voegeli, Paralegal	Request Denied
Andrea McCovey, Probate Specialist	Approved with Comments
Alicia McQuillen, MLPA Coordinator	Date Completed: _____
Rhonda Wright, Legal Secretary	Initials: _____

Work Request #

SUBMIT WORK REQUEST TO THE LEGAL SECRETARY