

County: Keep original and provide copies of both sides of each sheet, along with Public Summary, to requestor at no charge.

Cheboygan County
870 South Main Street
Cheboygan, Michigan 49721
Phone: (231) 627-8855

FOIA Appeal Form—To Appeal an Excess Fee
Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq.

Request No.: _____ Date Received: _____ Check if received via: ___ Email;
___ Fax; ___ Other Electronic Method

Date of This Notice: _____ Date delivered to junk/spam folder: _____
Date discovered in junk/spam folder: _____

(Please Print or Type)

Table with 4 rows and 3 columns: Name, Phone, Firm/Organization, Fax, Street, Email, City, State, Zip.

Request for: ___ Copy; ___ Certified copy; ___ Record inspection; ___ Subscription to
record issued on regular basis

Delivery Method: ___ Will pick up; ___ Will make own copies onsite; ___ Mail to address above;
___ Email to address above; ___ Deliver on digital media provided by the
County

Record(s) You Requested: (Listed here or see attached copy of original request)

Four horizontal lines for listing requested records.

Reason(s) for Appeal:

The appeal must specifically identify how the required fee(s) exceed the amount permitted. You may use this form or attach additional sheets:

Three horizontal lines for providing reasons for appeal.

Requestor's Signature: _____ Date: _____

County Response:

The County must provide a response within 10 business days after receiving this appeal, including a determination or taking one 10-day extension.

County Extension: We are extending the date to respond to your FOIA fee appeal for no more than 10 business days, until _____ (month, day, year). Only one extension may be taken per FOIA appeal.

Unusual circumstances warranting extension: _____

If you have any questions regarding this extension, contact: _____

County Determination: _____ Fee Waived; _____ Fee Reduced; _____ Fee Upheld

Written basis for County determination: _____

Notice of Requestor's Right to Seek Judicial Review

You are entitled under Section 10a of the Michigan Freedom of Information Act, MCL 15.240a, to appeal a FOIA fee that you believe exceeds the amount permitted under the County's written Procedures and Guidelines to the County Board of Commissioners or to commence an action in the Circuit Court for a fee reduction within 45 days after receiving the notice of the required fee or a determination of an appeal to the County Board of Commissioners. If a civil action is commenced in court, the County is not obligated to complete processing the request until the court resolves the fee dispute. If the court determines that the County required a fee that exceeded the permitted amount, the court shall reduce the fee to a permissible amount. (See back of this form for additional information on your rights.)

Signature of FOIA Coordinator: _____

Date: _____

(Created by Michigan Townships Association, April 2015)