

Fee Appeal Form

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

Village of Bear Lake, Manistee County
12376 Virginia St., P.O. Box 175
Bear Lake, Michigan 49614
Phone: (231) 970-2066

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) _____

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
Village

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

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:

Requestor's Signature: _____ **Date:** _____

Village Response:

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

Village 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: _____

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

Written basis for Village 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 Village's written Procedures and Guidelines to the Village Council 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 Village Council. If a civil action is commenced in court, the Village is not obligated to complete processing the request until the court resolves the fee dispute. If the court determines that the Village 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)