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 <u>delivered</u> to junk/spam folder: _____
(Please Print or Type) Date <u>discovered</u> in junk/spam folder: _____

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 township: _____

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:** _____

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

Township 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: _____

Township Determination: ♦ Fee Waived   ♦ Fee Reduced   ♦ Fee Upheld

Written basis for township 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 township's written Procedures and Guidelines to the township board 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 township board. If a civil action is commenced in court, the township is not obligated to compete processing the request until the court resolves the fee dispute. If the court determines that the township 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:**