

**SAULT STE. MARIE CHIPPEWA TRIBAL COURT
CRIMINAL HISTORY BACKGROUND CHECKS**

Effective Date: April 27, 2018

Description of Services:

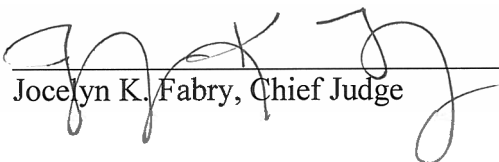
To assist others including but not limited to housing, human resources, gaming, governments, tribal, state, federal courts, and law enforcement, with the criminal history of an identified individual. An individual's criminal history in Tribal Court consists of any conviction of an offense under Tribal Code Chapters 21 and 71, beginning with case code CR.

Exceptions:

The Sault Ste. Marie Chippewa Tribal Court may not disclose a juvenile's criminal record pursuant to Tribal Code.

PROCEDURE

1. Criminal history background checks must be requested in advance to allow adequate time for processing (expect 2-4 days to process). Process time may vary due to work restraints or reduction in staff.
2. All requests must come in the form of writing (email or fax is also sufficient) stating the individual's name, date of birth and any other identifying information available. Requests shall be made to the Court Clerk and the Court Administrator.
3. Upon determining that the individual does or does not have a tribal court criminal record, Tribal Court will respond to all requests indicating the type and date of offense(s) or that no criminal history exists.
4. The Court Clerk shall first be responsible for conducting criminal history checks and maintaining a record of how many are conducted and for who, on a monthly basis.

 4/27/18
Jocelyn K. Fabry, Chief Judge