

City of Jackson
FOIA Appeal Form – To Appeal an Estimated Fee
Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231 et seq.

Date FOIA Request was Received: _____

Received via: Mail_____ Email_____ Fax_____ Personal Delivery: _____

(Please Print or Type)

Name	Phone
Firm/Organization	Fax
Street	Email
City	State Zip

Request for: Copy Certified Copy Record Inspection

Delivery method: Will pick up Mail to address above Email to address above

Record(s) you requested: (Listed here or see attached copy of original request):

Reason(s) for Appeal:

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

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

Note: The City must provide a response within ten (10) business days after receiving this appeal, including a determination or taking one 10-day extension.

City Extension: We are extending the time to respond to your FOIA appeal for no more than 10 business days, until _____.

Only one extension may be taken per FOIA appeal.

Unusual circumstances warranting extension: _____

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

City Manager Determination: <input type="checkbox"/> Fee Waived <input type="checkbox"/> Fee Reduced <input type="checkbox"/> Fee Upheld		
Basis for determination: _____		

Date	Signature of City Manager	

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 City of Jackson's written Procedures and Guidelines. You submit a written appeal to the City Manager or you may commence an action in Jackson County Circuit Court for a fee reduction within 45 days after receiving notice of the required fee or a determination of an appeal to the City Manager. Additional information regarding your appeal rights is attached.