

# OFFICE OF THE TRIBAL ATTORNEY

## Work Request Form



Department & Requestor: \_\_\_\_\_

Requestor's Email (must be provided): \_\_\_\_\_

Contact # (include extension): \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

**Allow up to Two (2) weeks for Legal review.** Please note that OTA is under the direction of Council ONLY, we are unable to represent tribal member. Please call CILS at 800-347-2402 if you are in need of Legal assistance.

Please note that Legal Review of all documents is required prior to Councilmember signature.

**Type of Request to be submitted to OTA: check all that apply**

- Standard Contract     Non- Standard Contract     Review     Legal Opinion  
 Action Items     Other \_\_\_\_\_ Dollar Amount: \$ \_\_\_\_\_

**Describe your legal question.** Provide as much detail as possible, use extra paper if needed. And attach all relevant documentation. An incomplete packet may not be reviewed. A complete packet includes OTA Work Request Form; which also applies to Contracts as well. Please provide relevant TERO information including any exemptions.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**OTA Response/Comments:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**OTA Office Use Only:**

Nathan Voegeli, General Counsel	<input type="checkbox"/>	Request Approved
Rebecca McMahon, Deputy General Counsel	<input type="checkbox"/>	Approved with Revisions* _____
Cheyenne Sanders, Associate General Counsel		*if checked, please provide revised copy
Amy Cordalis, Staff Attorney	<input type="checkbox"/>	Request Denied
Christa Norton, Paralegal	<input type="checkbox"/>	Approved with Comments _____
Rhonda Wright, Legal Admin. Assistant		<b>Date Completed:</b> _____
		<b>Initials:</b> _____

Form Revised: 10/07/2015

Work Request # \_\_\_\_\_

**SUBMIT WORK REQUEST TO THE LEGAL DEPARTMENT OR  
EMAIL TO [RWRIGHT@YUROKTRIBE.NSN.US](mailto:RWRIGHT@YUROKTRIBE.NSN.US)  
A WORK REQUEST PACKET SHOULD HAVE ALL REQUIRED DOCUMENTS FOR REVIEW  
IF NOT COMPLETE, IT WILL REJECTED.**