FOIA Appeal Form—To Appeal an Excess Fee

<table>
<thead>
<tr>
<th>Request No.:</th>
<th>Date Received:</th>
<th>Check if received via: □ Email □ Fax □ Other Electronic Method</th>
<th>Date delivered to junk/spam folder:</th>
<th>Date discovered in junk/spam folder:</th>
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(Please Print or Type)

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
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<tr>
<td>Firm/Organization</td>
<td>Fax</td>
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<tr>
<td>Street</td>
<td>Email</td>
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<tr>
<td>City</td>
<td>State</td>
</tr>
</tbody>
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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 of Spring Lake Supervisor.

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 compete 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: ______________