

Samish Indian Nation

Right to Appeal

TIME TO FILE AND APPEAL

- A. An appeal of a Tribal Department's final decision by a tribal member must be received by the Tribal Offices within 30 days from the date the final decision was issued.
- B. No extensions of time for filing an appeal may be granted by the Board or Tribal Council.

HOW TO FILE AND APPEAL

- A. A tribal member shall make an appeal of a final decision in writing.
- B. The written request shall include:
 - 1. A copy of the final decision;
 - 2. Detail the reason(s) the tribal member believes the decision of the Tribal Department was in error; and
 - 3. Include the address and telephone number where the tribal member may be contacted.
- C. The written request must indicate whether the tribal member desires a hearing before the board. If the tribal member does not request a hearing, the decision of the board will be based solely on the documents submitted by the tribal member and the tribal department.
- D. The written request for an appeal and a hearing (if requested) shall be mailed or delivered to the Tribal Administrative Offices at P.O. Box 217 Anacortes, WA. 98221 and be labeled "Confidential Administrative Appeal"

I understand my Right to Appeal.

SIGNATURE _____ DATE _____