

BCCMHA: Keep original and provide copy of both sides, along with Public Summary, to Requestor at no charge.

Barry County Community Mental Health Authority  
500 Barfield Drive  
Hastings MI 49058  
Phone: (269) 948-8041  
Fee Appeal Form

**FOIA Appeal Form—To Appeal an Excess Fee**  
Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq.

Request No.: \_\_\_\_\_ Date Received: \_\_\_\_\_ Check if received via:  Email  Fax  Other Electronic Method  
Date of This Notice: \_\_\_\_\_ Date delivered to junk/spam folder: \_\_\_\_\_  
(Please Print or Type) Date discovered in junk/spam folder: \_\_\_\_\_

Name	Phone
Firm/Organization	Fax
Street	Email
City	State Zip

**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 BCCMHA: \_\_\_\_\_

**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:** \_\_\_\_\_

**BCCMHA Response:**

BCCMHA must provide a response within 10 business days after receiving this appeal, including a determination or taking one 10-day extension.

**BCCMHA 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: \_\_\_\_\_

**BCCMHA Determination:**  Fee Waived  Fee Reduced  Fee Upheld

Written basis for BCCMHA 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 BCCMHA's written Procedures and Guidelines to BCCMHA 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 BCCMHA. If a civil action is commenced in court, BCCMHA is not obligated to compete processing the request until the Court resolves the fee dispute. If the Court determines that BCCMHA 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:** \_\_\_\_\_