



# Nooksack Tribal Court

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## PROCEDURES FOR DEPOSITING AND WITHDRAWING A WILL

If you wish to have your Will kept in the Nooksack Tribe's Will Repository, you must adhere to the following procedures:

1. Complete and sign the Will Repository Cover Sheet.
2. Place your Will in an envelope and seal the envelope.
3. Staple the Will Repository Cover Sheet to the envelope, making sure not to pierce the Will itself.
4. You or someone on your behalf shall take the sealed envelope containing the Will and the attached Will Repository Cover Sheet to the Nooksack Tribal Courthouse and present those to one of the Court Clerks. (Note: The Clerks are only permitted to accept the Will for depositing between the hours of 8:30 a.m. to 12:00 p.m. and 1:00 p.m. to 3:30 p.m.)
5. After reviewing the Will Repository Cover Sheet to ensure it is completely filled out and properly signed, the Clerk will stamp the form with the appropriate court stamp, assign a Court File Number, then provide a copy of the form to the person delivering the Will.
6. The Clerk will scan the form and upload an electronic copy to the Court's electronic database.
7. The Clerk will place the sealed Will in the Repository's fire-resistant filing cabinet.

To withdraw the Will from the Repository, you or someone on your behalf must adhere to the following procedures:

1. When requesting to withdraw your own Will, you must present a valid photo ID (*e.g.*, a driver's license or your Tribal ID) to the Court Clerk.
2. If you are the Administrator or Executor of the Will, present a completed Motion/Declaration for Release of Sealed Will, and a valid ID to the Court Clerk.
  - If you are the Administrator or Executor of the Will of a person no longer living, you must include a certified copy of the Testator's death certificate.
3. The Clerk will retrieve the Will, and complete the withdrawal section on the attached cover sheet. The person withdrawing the Will shall then sign and date the bottom box of the cover sheet and return the form to Clerk.
4. The Clerk will then turn over the sealed Will, and a copy of the signed/dated cover sheet.