

**Leech Lake Band of Ojibwe Legal Department
Digital Document Review Request
Policy and Procedure (external)**



Digital Legal Review Policy

As of 07/24/2019, **ALL** documents¹ will be submitted for review and approved/released via a digital format, specifically documents submitted with the Document Review Request Form shall be sent to LegalDocumentReview@llojibwe.net

When Legal receives your request via the email or if your document meets the exception, we will immediately sign it in and email you back a signed copy of the form stating that the request was received in our office. When your document is approved/released by Legal, you will receive an email from a legal staff member stating that your document is either approved or not approved, along with the signed approved Document Review Request Form originally submitted.

Digital submission and approval/release is being utilized to help reduce the number of human errors such as loss or misplacement of documents. Digital submission and approval/release will also help with the overall tracking of document reviews in a timely manner, with some exceptions². All other documents that require Legal approval will also be covered under this policy and procedure manual.

All Resolutions must be submitted to the Legal Department for Legal Review and approved before the RBC meeting. The RBC cannot pass any resolution without a Legal Review approval. Before a resolution is submitted for Legal Review, the “[Resolution Formatting Guidelines](#)” that were approved on May 15, 2014 will be followed.

Legal Review Procedure

1. **ALL** documents, contracts, or resolutions for Legal Review will be accompanied by the “Document Review Request Form,” which is available on the Leech Lake Band’s website, or employee forms located in the printable section of the [Legal Department webpage](#). The form is also available at the Legal Department’s legal secretary’s desk.
 - a. Email your Document Review Request Form and documents for review to LegalDocumentReview@llojibwe.net
 - b. The top half of the Document Review Request Form must be filled out completely by the person dropping off or emailing the document, contract, or resolution. Be sure to include your email address so Legal can send a confirmation, a ready for pick up email and for any additional questions Legal may have.
 - c. You will receive an emailed copy of the signed and dated Document Review Request Form when a Legal staff member initiates the intake procedure. This will

¹ Exceptions include grants and other documents that require signatures on originals or document files larger than 25 MB’s that cannot be send through the computer servers.

² Exceptions include grants and other documents that require signatures on originals or document files larger than 25 MB’s that cannot be send through the computer servers

inform you when Legal received the document request and when it began the review process.

- d. If the document is a resolution, the person must also sign the signature line, certifying that the Resolution complies with the May 15, 2014 Resolution Guidelines.
 - e. **IMPORTANT:** Be sure to clearly mark or note ALL signature lines that need an attorney signature, with tabs for example, in order to ensure completeness.
 - f. **EXCEPTIONS:** If your document requires multiple signatures on an original document and cannot be submitted digitally, or your documents for review exceed the file size for email you meet the exception. Email the Document Review Request Form to LegalDocumentReview@llojibwe.net for tracking purposes, then bring the original or large file into the Legal Department.
2. If your document meets exception requirements, you will still need to submit a digital Document Review Request Form ONLY to the LegalDocumentReview@llojibwe.net email for tracking purposes in order to reduce human error and loss, and process documents for review in a timely manner. When the document is released/approval, a digital copy of the signed approved Document Review Request Form will be sent to you digitally along with instructions to pick up the document at the Legal Department.
 3. The assigned attorney will then review the document, contract, or resolution. Once the review is completed, the attorney will fill out the section on the bottom of the Document Review Request Form, under the section heading, “Legal Review Findings.”
 4. There will be cases in which the attorney requests amendments or revisions of the document for review. You will be notified via email or telephone call that the document needs revision or an adjustment of some sort.
 5. When released/approved by the assigned attorney, the document, along with the Document Review Request Form will be sent back to the email address listed on the form’s top half. The document review request form will not have a document picked up by signature, but will have a legal staff signature on the document released by signature line. The signed document review request form will act as a receipt for the program and the Legal Department.
 6. **IMPORTANT:** Documents submitted digitally, and whom do not require original forms or do not exceed email file size limits, will be shredded once approved and uploaded digitally. Documents that require original signatures or exceed the file size of an email, will be held by the Legal Department for one week, after which a digital copy will be made and held digitally until the program/department picks up the document and Document Review Request Form.

7. For document that meet exceptions, when the contact person returns to pick up the documents that person must sign their name on the Document Review Request Form along with the date that they picked the document up from the Legal Department. Legal department staff will also sign the released by line.
8. A Legal Department staff member will make a copy of the Document Review Request Form and return the original to the contact person. A digital copy of the document review request form signed by both the program and legal staff member for release will then be submitted to the email address listed on the form. This will act as a receipt for both the program and the Legal Department.

IMPORTANT: Please allow up to one week to review all documents, contracts, or resolutions. While we do pride ourselves on a quick turnaround process for reviews, there may be up to a 7-day delay before you receive your approved document, contract, or resolution.

THIS MANUAL IS SUBJECT TO CHANGE OR ADDITION AT THE DISCRETION OF THE LEECH LAKE BAND OF OJIBWE LEGAL DEPARTMENT. *Last Updated: 8/1/19*