

REQUEST FOR RECORDS BY EMAIL

Dear Records Access Officer:

- 1) Please email the following records if possible [include as much detail about the record as possible, such as relevant dates, names, descriptions, etc.]:

- 2) If you are an attorney who represents a party in the case you are requesting documents from please indicate whether you represent the Complainant or the Respondent.

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- 3) If all the requested records cannot be emailed to me, please inform me by email of the portions that can be emailed and advise me of the cost for reproducing the remainder of the records requested (\$0.25 per page or actual cost of reproduction).

- 4) If my request is too broad or does not reasonably describe the records, please contact me via email so that I may clarify my request, and when appropriate, indicate the manner in which records are filed, retrieved or generated.

If it is necessary to modify my request, I would prefer to be contacted at the following telephone number: _____

If for any reason any portion of my request is denied, please inform me of the reasons for the denial in writing and provide the name, address and email address of the person or body to whom an appeal should be directed.

Name: _____

Address [if records are to be mailed]: