

FLORENCE MUNICIPAL COURT

Public Information/Records Request

Public information is defined in Oregon State Statutes 192.410 – 192.500. These ORS also list several limited circumstances under which a public body may decline to release certain information. There will be a copy fee of \$2.00 plus 50 cents per page.

REQUESTERS INFORMATION:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Date: \_\_\_\_\_

INFORMATION REQUESTED: (include as much information as possible)

Case / Docket Number: \_\_\_\_\_

Involved Parties: \_\_\_\_\_

Type of Incident: \_\_\_\_\_

Date / Time of Incident: \_\_\_\_\_

Title of Documents Requested: \_\_\_\_\_

Most requests will be processed within ten (10) days.

Recd by: \_\_\_\_\_ Date Recd: \_\_\_\_\_ Completion Date and Initials: \_\_\_\_\_