



Spalding COUNTY

Open Records Request

According to the Constitution for the State of Georgia, Article VI, §1, Paragraph 1: Open Records Requests for the Judicial Branch should be made directly to the administrative office of that branch. Pursuant to open records law, I would like:

___ to inspect and copy the following, or
___ to obtain copies of the following, or
___ to obtain certified copies of the following:

Name: _____
Co. Name: _____
Address: _____

Please check one:

___ I would like to review the documents/receive the copies within three (3) business days of this request if the records are available. However, I understand that if the records cannot be produced within three business days, a timetable for their release will be provided to me; or

___ I do not need the documents/access within three (3) business days, but would like to review the documents/receive the copies by _____

I understand that, pursuant to OCGA § 50-18-71, I may be charged administrative and copying fees for the cost to search, retrieve, copy and supervise access to the requested documents. This fee represents the hourly rate of the lowest paid full-time employee with the necessary skill and training to respond to my request, with no charge for the first fifteen minutes that it takes to respond to the request. The charge for copies is generally \$.10 per page unless otherwise provided by law. I agree to pay all copying and/or administrative costs incurred with fulfilling my open records request.

If there are any questions about my request, I may be contacted at: () _____

or by email at: _____

Sincerely,

Requestor

Date

COMPLETE AND FORWARD THIS REQUEST TO:
Ms. Debbie Brooks, Clerk of Superior Court, P.O. Box 1046, Griffin, Georgia 30224.
Fax Number: 770/467-4478. Email: dbrooks@spaldingcounty.com