

- ▶ VOLUME II – THE PAPERWORK ARSENAL
- ▶ A FIELD MANUAL FOR LOCAL POWER

The Local Advocacy Playbook

RECORDS WARFARE & CRIMINAL COMPLAINTS

Volume I gave you the camera, the team, and the microphone. Volume II gives you the paperwork that makes governments answer to you — and the AI that lets one person fight seven agencies at once.

DEVELOPED BY TRAVIS SPENCER & MITCH VEXLER

▶ READER WARNING

Every technique has been field-tested against real government legal departments — and won. *The power has always been in your hands. This book teaches you how to use it.*

ORR Open Records Request · **PIR** Public Information Request · **FOIA** Freedom of Information Act

40+

ORRS FILED

6

AGENCIES
TARGETED

13

AG COMPLAINTS
FILED

COMPILED FROM THE FIELD
GODLEY · CONROE · DENTON · JOHNSON
COUNTY
MIAMI BEACH · MARTIN COUNTY

VOLUME II

Table of Contents

Volume I was the camera. Volume II is the paperwork. Together, they are the complete arsenal.

PART ONE — THE OPEN RECORDS REQUEST

Ch. 1. Why ORRs Are Your Most Powerful Weapon	3
Ch. 2. Anatomy of an Effective ORR	4
Ch. 3. The Seven Mandatory Elements	5
Ch. 4. Deleted Communications & Preservation Demands	6
Ch. 5. Cost Traps & How to Beat Them	7
Ch. 6. The 10-Day Clock & Enforcement Ladder	8
Ch. 7. AG Rulings, Your Response & Six Escalation Remedies	9
Ch. 8. Tracking Your Campaign	10

PART TWO — FILING CRIMINAL COMPLAINTS

Ch. 9. Routing — Which Agency Gets Which Crime	11
Ch. 10. Evidence Files & Complaints Prosecutors Read	12
Ch. 11. The DA Channel & State/Federal Agencies	13

PART THREE — THE INTEGRATED CAMPAIGN

Ch. 12. Multi-Front Pressure — Camera + Paperwork	14
Ch. 13. Protecting Yourself	15

PART FOUR — USING CLAUDE AS YOUR WAR MACHINE

Ch. 14. The Claude Workflow — Step by Step	16
Ch. 15. Copy-and-Paste Prompts	17
Ch. 16. Templates & Quick Reference	18

CHAPTER 1

Why ORRs Are Your Most Powerful Weapon

An ORR costs you nothing. It costs them thousands. That asymmetry is your greatest advantage.

The camera is your sword. The open records request is your siege engine. The camera shows the public what's happening. **The ORR forces the government to hand you the proof.**

An Open Records Request is a legal demand for government documents. Every state requires agencies to produce records when citizens ask. **This is not a favor. It is your constitutional right.**

WHAT AN ORR DOES

Forces them to spend money defending what they're hiding. A well-crafted ORR consumes 20–40 hours of staff time and \$2,000–5,000 in outside legal fees. Your cost: zero.

Creates a legal record that cannot be erased. Every response, delay, denial, and redaction becomes evidence you can cite in complaints, lawsuits, and the press.

Catches them lying. File ORRs to multiple agencies about the same subject. The responses won't match. Those discrepancies are devastating.

You own this government. Every document in every filing cabinet in every city hall **belongs to you.** The ORR is how you exercise ownership. When they resist, they are resisting the people they work for.

THE AI FORCE MULTIPLIER

Using Claude changed everything. Before AI, filing forty ORRs across six agencies required a paralegal. Now one person does it from a kitchen table. Claude drafts requests with correct statutory citations, calculates every deadline, catches discrepancies between responses, drafts AG ruling responses, and builds evidence packets — all in real time. One advocate becomes a seven-front audit operation.

*They have lawyers. They have budgets.
You have something they cannot buy:
the law is on your side.*

► THE POWER IS IN YOUR HANDS

CHAPTER 2

Anatomy of an Effective ORR

A weak request gets a press release. A surgical request gets documents — or a violation you can file against them.

THE WRONG WAY

▶ WEAK ORR

"I would like to see any records about the superintendent."

No statute cited. No date range. No communication types. No specific topics. The records officer does the minimum — and the minimum is useless.

THE RIGHT WAY

▶ STRONG ORR

"Pursuant to the Texas Public Information Act, Tex. Gov't Code Ch. 552, I request all emails, text messages, and electronic communications sent or received by Superintendent [Name], including on personal devices under § 552.233, between [Start Date] and [End Date], that reference [Subject], including any deleted communications."

This cites the statute, names communication types, covers personal devices, sets a date range, and demands deleted records. Their lawyer immediately knows they're dealing with someone who's done this before.

NAME PEOPLE, NOT DEPARTMENTS

Name **individuals**, not departments. When you name a custodian, the agency must search that person's email, phone, and files. A department head may have every incentive to produce nothing.

COVER PERSONAL DEVICES

Texas § 552.233 closed the loophole where officials use personal phones for public business. **Those texts are public records.**

THE SEVEN MANDATORY ELEMENTS

1. Statutory citation. 2. Named custodians (full legal names). 3. Communication types (email, text, Slack, Teams, voicemail, memos). 4. Date range. 5. Personal device coverage (§ 552.233). 6. Deleted communications & preservation demand. 7. Cost cap & format election (\$100 cap, electronic delivery, fee waiver).

With all seven elements, you are serving a **legal instrument** backed by criminal and civil liability. One citizen, one email, the full weight of the law.

CHAPTERS 3–4

Deleted Communications & Cost Traps

They delete the texts. The server didn't. They inflate the costs. The statute says they can't.

THE DELETED-COMMUNICATIONS CLAUSE

Include this in every ORR: records deleted, archived, or in backup systems — email server snapshots, enterprise retention policies (Microsoft 365, Google Workspace), carrier records, cloud sync services, and any records under litigation hold. Add a **preservation demand**: "No responsive record may be deleted. Willful destruction is criminal under [§ 552.351](#) (Class A misdemeanor) and [Penal Code § 37.10](#) (felony)."

► WHY THIS MATTERS

Once the preservation demand is in writing, any subsequent deletion is potentially criminal. One sentence creates felony liability for anyone who touches the delete button.

BEATING COST INFLATION

Agencies inflate costs to scare you off. **Don't let them.**

Defense 1 — Cost cap. "Notify me before charges exceed \$100." Forces them to work within your budget.

Defense 2 — Inspection election. Under [§ 552.221](#), inspect records for free. Eliminates copy charges entirely.

Defense 3 — Fee waiver. Under [§ 552.267](#), request waiver because the information benefits public welfare.

► FROM THE FIELD

A school district sent us a \$576 estimate including 32 hours of labor — for records they were simultaneously asking the AG to let them *withhold*. Charging for exempt records. We caught it. Their position collapsed. **Read every cost estimate line by line. Have Claude audit it.**

THE § 552.275 AMBUSH

Some agencies invoke the "time exhaustion" provision (charges after 36 cumulative hours). But it requires *prior written notice* as you approach the limit. If they spring it without notice — improper. Challenge immediately in writing.

*They deleted the texts.
The server didn't.*

► BACKUPS ARE YOUR BEST FRIEND

CHAPTERS 5–6

The 10-Day Clock & Escalation Remedies

Ten business days. Not eleven. Not "we'll get to it." Ten. Every missed deadline is leverage they gave you for free.

Under § 552.301, the agency has exactly **ten business days** to produce, certify no records exist, or request an AG ruling. Miss it? Under § 552.302, records are **presumed public**. With Claude, you auto-calculate deadlines for dozens of simultaneous requests.

ENFORCEMENT LADDER

Day 11 — Written notice. "The deadline expired. Records are presumed public under § 552.302. Produce within three business days."

Day 14 — AG complaint. File with the Open Records Division. Include your request, date sent, proof of delivery, and non-response.

Day 30+ — Mandamus / criminal referral. Sue to compel under § 552.321. Recover attorney's fees under § 552.323. Refer PIO non-compliance to the DA under § 552.353.

THE SIX ESCALATION REMEDIES

REMEDY	STATUTE	WHAT IT DOES
AG ruling	§ 552.301–.308	Agency loses records outright if § 552.302 applies
Cost Rules complaint	§ 552.269	AG reviews and can reduce inflated charges
§ 552.3215 complaint	§ 552.3215	AG injunction + civil penalties
Criminal referral	§ 552.351, .353	Class A/B misdemeanor for destruction/refusal
Mandamus	§ 552.321, .323	Sue to compel + recover attorney's fees
Bar grievance	Rule 3.03	Permanent file on the agency's attorney

▶ THE RESERVATION MOVE

Don't file all six. **Reserve them on the record:** "Requestor reserves all remedies under §§ 552.269, 552.3215, 552.321, 552.323, 552.351, 552.353." The agency's lawyer reads that and knows exactly what it means.

Ten ORRs filed simultaneously. All ten deadlines missed. That's **ten separate violations** with the AG. Thirteen complaints from one requestor about one agency is not something the Open Records Division ignores. **We know — we did it.**

CHAPTER 7

AG Rulings & Your Response

The AG ruling is where most requestors give up. This is where you win.

When an agency wants to withhold records, it must request an AG ruling under § 552.301. You get to respond under § 552.304 — your Requestor's Written Comments. **This is where cases are won or lost.** Claude can draft these comments, analyzing each claimed exception and building the public interest argument in a fraction of the time.

WHAT TO ATTACK

- 1. Exception invocations.** Take each apart. Most agencies invoke exceptions they can't support. Blanket invocations of six exceptions without briefing each is a waiver argument.
- 2. Procedural failures.** Did they file within ten days? Include all requests? Serve you a copy? We caught a school district's attorney claiming "eighteen requests" in one filing and "sixteen" five days later. That went straight to the AG.
- 3. Public interest balance.** For § 552.102 privacy exceptions, argue the public interest side. Communications relating to corruption, misuse of funds, or political retaliation outweigh privacy.

THE SUPPLEMENTAL FILING

You're not limited to one set of comments. New evidence — a family relationship, a PAC filing, a retaliatory social media post — goes into a **supplemental brief** under the same PIC number. Place new evidence before the AG while the ruling is pending. This turns a records dispute into an accountability mechanism.

▶ FROM THE FIELD

We caught the district's attorney omitting five requests from his AG filing. We identified them by name and filed a supplemental arguing § 552.302 lapsed on the omitted requests. The AG now had documentary evidence the agency's own lawyer couldn't count his filings.

TRACKING YOUR CAMPAIGN

Build a tracker before filing your first request. Columns: ORR number, recipient, subject, date sent, date received, 10-day deadline (auto-calculated), status, cost estimate, AG complaint filed, notes. Color-code: **RED = OVERDUE**

YELLOW = DUE ≤3 DAYS **GREEN = PENDING** **BLUE = COMPLETE**

▶ CLAUDE BUILDS YOUR TRACKER

We have Claude generate Excel trackers with auto-calculating deadlines, conditional color-coding, dashboards, and communication logs — built in a single conversation. What would take hours of spreadsheet work takes minutes.

► PART TWO

Filing Criminal Complaints

The ORR gets you the documents.

The criminal complaint puts them on the record.

► ACTUAL FILING – ORR TO A TEXAS SCHOOL DISTRICT THAT PRODUCED A 45-PAGE FILE

Pursuant to the Texas Public Information Act, Tex. Gov't Code Ch. 552, I request all emails, text messages, instant messages, and other electronic communications sent or received by any [District] officer, employee, trustee, agent, or contractor that reference, discuss, or relate to Subject A, Subject B, Subject C, Subject D, Subject E, Subject F, Subject G, Subject H, Subject I, and Subject J, as well as ISD bond elections and the recent ISD board election. I also request a full discipline record.

This request includes any records that have been deleted, archived, or moved to backup systems, including records recoverable from server backups, cloud services, or forensic recovery. PRESERVATION DEMAND: No responsive record may be deleted, altered, or destroyed.

This single ORR produced a 45-page record of correspondence between Subject G – now charged with racketeering – and the Superintendent, documenting a covert political intelligence operation inside the district dating to June 2023.

– [Requestor Name] · [Email]

CHAPTERS 8–9

Routing Complaints & Building Evidence

Each crime goes to its own agency. Each filing stays in its lane. Kitchen-sink complaints get closed.

CONDUCT	AGENCY	STATUTES
PIA violations	Local DA + OAG	§ 552.351, .353, .3215
Abuse of office / oppression	DA / TX Rangers	Penal § 39.02, .03
Retaliation against requestor	Local DA	Penal § 36.06 (felony)
Tampering with govt. record	DA / TX Rangers	Penal § 37.10 (felony)
Online impersonation	Local LE / DA	Penal § 33.07 (felony)
PAC / campaign finance	TX Ethics Commission	Elec. Code § 253
School district misconduct	TX Education Agency	TEC § 39A.001, .002
Federal firearms violations	ATF	18 U.S.C. §§ 922, 923
Securities fraud	SEC Whistleblower	Exchange Act § 21F

BUILDING THE EVIDENCE FILE

The Narrative: Chronological. Every claim tied to an exhibit. Neutral language. Distinguish between **proven** facts and **inferred** conclusions. This protects you from defamation and builds credibility.

The Exhibits: Numbered, labeled, referenced. Primary documents only — screenshots, official filings, public records. Not your interpretation.

Standing Offer of Correction: "Factual errors corrected within 72 hours of written notice." Signals good faith, protects you legally, forces the other side to identify which fact is wrong.

Version Control: v1 (initial), v2 (updated), v3 (internal — all names), v4 (public — redacted). Each audience gets the appropriate version.

▶ CLAUDE BUILDS EVIDENCE PACKETS

We use Claude to assemble entire evidence packets — narrative, exhibit list, timeline, closing analysis, cast of characters — from raw screenshots and public records. What took days now takes hours. **One person producing prosecution-grade work.**

CHAPTER 10

Writing Complaints Prosecutors Read

A prosecutor's desk has a hundred files. Yours needs to be the one they open.

THE FIVE-STEP STRUCTURE

- 1. One-paragraph summary.** Who did what, when, violating which statute, supported by what evidence. If they read nothing else, this gives them the case.
- 2. Chronological facts.** "On [Date], [Person] did [Action]. (Ex. [N].)" No editorializing.
- 3. Statutory framework.** Quote the elements of the offense. Show how facts satisfy each element. Do the prosecutor's work for them.
- 4. Scope limitations.** "I am not asking for charges. I am providing evidence for your independent review." Protects both you and the prosecutor.
- 5. Exhibits listed.** Every exhibit. Offer the full file on request rather than dumping 200 pages on an intake desk.

▶ THE TONE TEST

Read it aloud. If it sounds angry, rewrite. If it sounds like a victim's letter, rewrite. It should sound like a **briefing document**. Claude strips emotional language while keeping every factual assertion intact.

THE DA CHANNEL — FIVE RULES

- 1. One contact.** Identify the ADA. Build trust with one person.
- 2. Supplement, don't repeat.** Short, focused updates referencing prior filings by date.
- 3. Never ask for charges.** "Evidence for your independent review. No response needed."
- 4. Everything in writing.** If they call, follow up with a summary email.
- 5. Respect confidentiality.** If the reply has a confidentiality footer, honor it absolutely.

STATE & FEDERAL AGENCIES

TEA: Citizen Petition under TEC §§ 39A.001/.002. Address to Commissioner. Do NOT serve the district. **TEC:** Sworn complaints only. **OAG:** Three channels — Open Records Division, Consumer Protection, Open Government Hotline (1-877-673-6839). **ATF:** File with the assigned Special Agent; include FFL number. **FBI:** tips.fbi.gov or field office. **SEC:** Form TCR whistleblower submission.

Every complaint creates a record that **cannot be erased**. Even without action today, the record exists. The next citizen's complaint stacks on yours. **You are building the foundation for the investigation that comes after you.**

► PART THREE

The Integrated Campaign

Camera + paperwork. Together, they are unstoppable.

► ACTUAL FILING – TEA CITIZEN PETITION FOR CONSERVATORSHIP (MAY 21, 2026)

Commissioner [Name] – Pursuant to Texas Education Code §§ 39A.001(2) and 39A.002, the undersigned respectfully petitions the Commissioner of Education to exercise the authority granted under Chapter 39A to appoint a conservator, monitor, or management team to [School District]... The Petition cross-references the active TEA Special Investigations Unit case, SIU Case No. [Number] (interfund commingling – I&S/bond proceeds to M&O operations)... A 25-page documentary record is attached as Exhibit A.

– Filed pro se · [Requestor Name] · [Email]

► ACTUAL FILING – REQUESTOR'S WRITTEN COMMENTS TO THE TX ATTORNEY GENERAL

The District's ruling request contains materially inconsistent representations: "eighteen requests" in the AG filing versus "sixteen requests" in the cost estimate filed five days later. Five requests were omitted from the District's Exhibit A entirely... The District is simultaneously charging the Requestor \$576 for records it asks this Division to permit it to withhold. Requestor reserves all remedies under §§ 552.269, 552.3215, 552.321, 552.323, 552.351, and 552.353.

– Filed under PIC ID [Case Number]

CHAPTER 11

Multi-Front Pressure — Camera + Paperwork

One complaint is a nuisance. Five complaints to five agencies are an investigation.

ORRs generate evidence. Records from one agency cross-reference against another. Discrepancies are gold. **Responses generate new ORRs.** An improper exception, an erroneous cost estimate, omitted requests — each becomes a new filing. The cycle feeds itself. **Complaints generate institutional records.** They accumulate. Patterns emerge. Investigations open.

NEVER MIX TRACKS

The DA filing doesn't reference TEA statutes. The TEA petition doesn't discuss PAC violations. Each filing stays in its lane. Cross-reference sparingly: "Requestor is addressing [topic] through the appropriate channel."

► THE TIMELINE THAT CHANGED A SCHOOL DISTRICT

Month 1: Filed G-1 through G-5 ORRs. Month 2: District counsel miscounted requests; we filed 13 AG complaints. Month 3: Assembled a 27-page evidence packet; filed TEA petition, OAG supplemental, DA supplemental, ATF complaint — same week. Five agencies now hold the same record. **Two people did this. With Claude. From a kitchen table.**

PROTECTING YOURSELF

Defamation: State what documents show, not what you conclude. **Anti-SLAPP:** Texas Citizens Participation Act (Civ. Prac. & Rem. Code Ch. 27) — early dismissal + fee recovery. **Standing Offer:** "Errors corrected within 72 hours." **Safety:** Document threats within 24 hours. Vary routines. Keep the camera rolling — a recording is your best witness. If local LE is implicated, report to Texas Rangers, FBI, or an outside jurisdiction.

*Volume I gave you the camera
and the courage to show up.
Volume II gives you the paperwork
and the precision to win.*

► TOGETHER, THEY ARE UNSTOPPABLE

► PART FOUR

Using Claude as Your War Machine

One person. One AI. Seven agencies.

► ACTUAL FILING – OAG SUPPLEMENTAL COMMENTS (DRAFTED WITH CLAUDE)

Office of the Attorney General · Open Records Division
Re: PIC ID [Case Number] – Supplemental Comments

This supplemental filing places before the Division newly available public-record evidence bearing on the **Industrial Foundation** second-prong public-interest analysis under § 552.102 and on the Division's threshold analysis under § 552.301.

The evidence establishes that the subject of the District's withholding request – a current district employee – is the **stepdaughter of a sitting elected official in another county** whose spouse operates a Texas political committee ([PAC Name], TEC Filer ID [Number]) registered at an address matching the family's self-reported residence. That PAC filed a TPIA against an outgoing Trustee on her last day in office.

A 25-page documentary record is attached as Exhibit A. Requestor's prior offer to administratively suspend pending ORRs remains open.

– [Requestor Name] · [Email]

CHAPTER 14

The Claude Workflow — Step by Step

Load Claude with your entire campaign. Then draft. Then audit. Then audit again.

1 SET UP THE PROJECT

Before you type a single ORR, **explain your entire situation**. Who you are. What agency you're fighting. What officials are involved. What you've filed. What deadlines are active. Think of it as briefing a new paralegal on day one.

2 RESEARCH

Ask Claude to research relevant statutes, identify which exceptions the agency will likely claim, and find precedent AG rulings. Get the legal landscape before you draft a word.

3 DRAFT

Use the prompts on the next page. Tell Claude what you need — an ORR, a complaint, a response letter, an evidence packet — and let it produce a full draft with correct citations and all seven mandatory elements.

4 AUDIT — FIRST PASS

"**Audit this line by line like a Harvard lawyer.**" Claude flags weak arguments, incorrect citations, missing elements, tone problems, and anything that could be used against you.

5 AUDIT — SECOND PASS

"**Audit again. Be harsher. Find what you missed.**" The second pass catches what the first missed. Every document should survive two full audits before it leaves your desk.

6 AUDIT — THIRD PASS: EXPOSURE CHECK

"**Review for defamation exposure, factual accuracy, and anything that could be used against me in court.**" Claude checks every claim, flags unsourced assertions, and catches language that crosses from fact into accusation.

7 FILE & TRACK

Send. Log in your tracker. Set the deadline. Move to the next agency. **Repeat across every front.**

This seven-step process is how two people produced forty ORRs, thirteen AG complaints, a TEA petition, a DA evidence packet, an ATF complaint, an SEC whistleblower submission, and a letter to the Solicitor General. **All from the same kitchen table.**

CHAPTER 15

Copy-and-Paste Prompts for Claude

Open Claude. Paste the prompt. Get a professional-grade document in minutes.

► PROMPT 1 — DRAFT AN ORR

"Draft a Texas Public Information Act request to [AGENCY] for all emails, texts, and electronic communications sent or received by [NAME(S)] between [START DATE] and today, relating to [SUBJECT]. Include personal device coverage under § 552.233, deleted communications recovery language, a preservation demand citing § 552.351 and Penal Code § 37.10, a \$[AMOUNT] cost cap under § 552.2615, and a fee waiver request under § 552.267."

► PROMPT 2 — DRAFT AG RULING RESPONSE

"The agency filed an AG ruling request citing §§ [LIST EXCEPTIONS]. Draft my Requestor's Written Comments under § 552.304 opposing each exception. Attack the procedural failures [DESCRIBE]. Argue the public interest balance. Include a reservation of all remedies under §§ 552.269, 552.3215, 552.321, 552.323, 552.351, and 552.353."

► PROMPT 3 — DRAFT A CRIMINAL COMPLAINT

"Draft a criminal complaint to [AGENCY] regarding [CONDUCT] by [PERSON] in violation of [STATUTE]. Use the five-step structure: one-paragraph summary, chronological facts with exhibit citations, statutory framework showing how facts satisfy elements, scope limitations, and exhibit list. Tone: briefing document, not emotional."

► PROMPT 4 — BUILD AN EVIDENCE PACKET

"Build an evidence packet from the following documents: [LIST/DESCRIBE]. Include a chronological narrative with exhibit citations, a timeline, a cast of characters, closing analysis distinguishing proven facts from inferences, and a Standing Offer of Correction. Create both an internal version (all names) and a public version with redactions for [NAMES TO REDACT]."

► PROMPT 5 — BUILD AN ORR TRACKER

"Build an Excel ORR tracker for [NUMBER] requests across [AGENCIES]. Include columns for ORR number, recipient, subject, date sent, date received, auto-calculated 10-business-day deadline excluding weekends and holidays, status with conditional formatting (red/yellow/green/blue), cost estimate, AG complaint filed, and notes. Add a dashboard sheet with total filed, pending, overdue, and complete."

► PROMPT 6 — AUDIT A DOCUMENT

"Audit this document line by line like a Harvard lawyer. Check every date, citation, and factual claim. Flag weak arguments, missing elements, tone issues, and anything that could expose me to defamation liability. Then audit it again and find what you missed the first time."

► PROMPT 7 — ANALYZE AN AGENCY RESPONSE

"The agency responded to my ORR with [DESCRIBE – cost estimate / denial / partial production / AG ruling request]. Analyze every error. Check statutory compliance. Identify discrepancies. Draft my response with correct statutory citations and deadline calculations."

CHAPTER 16

Templates & Quick Reference

Copy, adapt, file. Every template below has been used in an active proceeding.

STANDARD ORR TEMPLATE (TEXAS)

► COPY & ADAPT

Pursuant to the Texas Public Information Act, Tex. Gov't Code Ch. 552, I request the following records held by [AGENCY], its officers, employees, trustees, agents, and contractors, for the period [START DATE] through the date of this request:

All emails, text messages, instant messages, and other electronic communications sent or received by [CUSTODIAN NAME(S)], including communications on personal devices under § 552.233, that reference [SUBJECT].

This includes records deleted, archived, or in backup.
PRESERVATION DEMAND: No record may be deleted, altered, or destroyed. Willful destruction is criminal under § 552.351 and Penal Code § 37.10.

Notify me before charges exceed \$[AMT] per § 552.2615.
Electronic delivery (PDF). Fee waiver under § 552.267.
Confirm receipt. All correspondence in writing.

[YOUR NAME] · [EMAIL]

KEY TEXAS PIA DEADLINES

DEADLINE	STATUTE	WHAT HAPPENS
10 business days	§ 552.301	Produce, certify none, OR request AG ruling
\$40 threshold	§ 552.2615	Itemized estimate required before exceeding \$40
10 biz days (you)	§ 552.2615(b)	Respond to cost estimate or request auto-withdraws
15 business days	§ 552.301(e)	Agency brief to AG due
~45 business days	§ 552.306	AG typically issues ruling

TWO-TRACK FILING RULE

For critical complaints, **always** file electronically AND by USPS Certified Mail with Return Receipt. The green card is proof of delivery no one can dispute. Cost: \$9–11. Value: priceless.

▶ THE LOCAL ADVOCACY PLAYBOOK – VOLUME II

*The power has always been in **your** hands.*

Volume I gave you the camera and the courage to show up.

Volume II gives you the paperwork and the precision to win.

Every ORR is a question the government must answer under law. Every complaint is a record that cannot be erased. Every exhibit is a fact someone wished you hadn't found.

***They are counting on you to stop.
Don't.***

FREE DOWNLOAD – ALWAYS FREE

realestatemindset.org

THE PROCESS WORKS. USE IT.