



CIRCUIT ATTORNEY
CITY OF ST. LOUIS

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RECORDS REQUEST FORM

Lois Jackson - Custodian of Records
1114 Market St Room 401
St. Louis, MO 63101

This is a request for records under the Missouri Sunshine Law, Chapter 610, Revised Statutes of Missouri.

Requestor's Information

Requestor's Name:

Mailing Address:

Phone:

Fax:

Email:

Information Requested: Describe the records as specifically as possible. If you are asking for records that cover only a particular period, such as last year or a specific month, identify that time period. Attach additional sheets if necessary.

I request that you make available to me the following records:

If request involves records from a criminal case, please provide:

Case #: _____

Defendant's Name: _____

The cost incurred to research, copy, and furnish responsive records will be charged, pursuant to Section 610.026, RSMo. The Cost to fulfill your request will be provided to you at the conclusion of all research for responsive records.

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|---|--|
| <input type="checkbox"/> Regular Mail <input type="checkbox"/> Pick-Up <input type="checkbox"/> Email | |
| Send Records Requests To: | Questions |
| Lois Jackson - Custodian of Records | Please call our office at 314-622-4235 |
| Mail: 1114 Market St Room 401 St. Louis, MO 63101 | |
| FAX: 314-613-3105 | <i>Requestor's Signature:</i> |
| Email: sunshinerequest@stlouisco.org | |
| | Date _____ |