

Please submit this form to the appropriate UJS records manager. Contact information may be found on the UJS website under "Financial Records" at <http://www.aopc.org/T/AOPC/PublicAccessPolicy.htm>

## RULE 509 REQUEST FORM

*Please Type or Print in Black or Blue Ink*

Name of

Requestor

Last

First

Middle

Signature

Date

Mailing

Address

Street / PO Box

City

State

Zip Code

Telephone

Fax

Number

Number

Email Address

**Please identify each of the documents that are requested. It is important that your request be as specific as possible so that we may determine whether we have these documents.**

**Note:** Information related to standard fees and procedures may be found on AOPC's website <http://www.aopc.org/T/AOPC/PublicAccessPolicy.htm> or relevant local court's website. Additional fees may be levied as necessary to cover costs incurred in fulfilling specific information requests. Pre-payment will be required if expected compliance costs exceed \$100.

<b><i>Official Use Only</i></b>	<b>CHARGE</b>	<b>Comments</b>
<b><i>Date Received</i></b>		
<b><i>Tracking Number (if applicable)</i></b>	<b>Total Cost</b>	