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| **Request for Copy of Records**  Missouri Sunshine Law Chapter 610 RSMo | 102 W Walnut Street, First Floor , Ozark, Missouri 65721  Phone: 417-581-7915 | Fax: 417-581-7918  www.christiancountyprosecutor.net |

**Today’s date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Party Names**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Case Number**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Type of Case:\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date of Report**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Reason for Request**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Description of Records Requested (be specific as possible): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **NECESSARY TO RESPOND TO YOUR REQUEST:**  We will be unable to process your request without contact information to provide a response and/or cost estimate within 3 business days. | |
| **Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Phone Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Address**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **Email Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **Requestor’s Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \*As Victim and/or representative of person(s) involved with case, I do not object to records being released. | |

**Fees:**

Under Section 610.026 RSMo., we are able to collect fees to recover the cost and labor to complete a request. All fees are due before a request will be completed. A money order must be presented for the total amount, and it is to be made payable to the Christian County Prosecuting Attorney.

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| * Ten cents (10¢) per page copies 9 x 14 or smaller. | * Twenty-five cents (25¢) per CD |
| * Fifteen cents (15¢) per page copies larger than 9 x 14. | * Thirty cents (30¢) per DVD. |
| * Duplicating time shall be charged at $12.00 per hour. | * Research time shall be charged at $18.50 per hour. |

\*Fees may be adjusted annually. Cost Estimate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PLEASE INDICATE THE FORMAT DESIRED FOR YOUR RECORD COPIES:

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| * Paper/Hard Copy | * CD |

**Official Use Only: EMPLOYEE INITIALS**: **DATE**:

[ ] Unable to comply with request. See Memo. ­­­­­­­­\_\_\_\_\_\_ ­­­\_\_\_\_\_\_\_\_

[ ] Sent response with cost estimate ­­­­­­­­\_\_\_\_\_\_ ­­­\_\_\_\_\_\_\_\_

[ ] Payment received. ­­­­­­­­\_\_\_\_\_\_ ­­­\_\_\_\_\_\_\_\_

[ ] Advised request is completed and ready to be picked up. ­­­­­­­­\_\_\_\_\_\_ ­­­\_\_\_\_\_\_\_\_

[ ] Documents picked up. \_\_\_\_\_\_ \_\_\_\_\_\_\_\_