



REQUEST FOR RECORDS

The Alabama State Bar complies with the Alabama Open Records Act. To make a request for records, please complete the following:

Name of Requestor: _____

Phone Number: _____

Email Address: _____

Physical Mailing Address (no P.O. Boxes): _____

Date of Request: _____

Records requested must be as specific as possible. Requests that are overly broad may qualify as time-intensive requests and will take longer in which to respond. A list or description of the documents requested:

The following question is an appropriate requirement under *Blankenship v. The City of Hoover*, 590 So.2d 245 (Ala. 1991). Please state the reasons why you desire to review or obtain a copy of these records:

Please note that the Alabama State Bar may limit the number of persons reviewing records in person at any one time if required by the physical facilities where the records are produced or viewed. The Alabama State Bar also reserves the right to limit the records reviewed to one at a time as to not impede or interfere with the normal operation of the Alabama State Bar. The Alabama State Bar may charge reasonable costs, including copying costs, for the retrieval and production and of said documents. Alabama Attorney General Opinion 2008-073. The Alabama State Bar charges \$0.50 per page for copies produced on standard 8.5 x 11 paper.

I certify the information I have provided is true and correct.

Requestor Signature: _____

Date received (To be completed by Alabama State Bar): _____