

DATE: _____, 20____

FROM: _____

DC# _____

TO: Honorable Clerk of Circuit Court

RE: PUBLIC RECORDS REQUEST

SUBJ.: CRIMINAL CASE NO. _____

Dear Honorable Clerk:

Please find my Public records Request directed to the State Attorney's Office for filing.

Please file the enclosed request and notify me as to your filing thereof. I have enclosed a S.A.S.E. provided for your convenience.

Thank you for your assistance.

Sincerely,

DC# _____

Cc: State Attorney's Office
File

Enclosure

FROM: _____

DATE: _____, 20____

DC# _____

TO: The Office of the State Attorney

RE: PUBLIC RECORDS REQUEST

SUBJ.: CRIMINAL CASE NO. _____

Dear State Attorney:

This is a request made under the Florida Public Records Act, Section 119.07, Florida Statutes.

I am requesting a copy of all records and/or files maintained by your office with regards to the above referenced case.

Please provide the following:

All documents, photographs, audio and/or video tapes, as well as all other items or instruments capable of reproduction, that are contained in the files of the Office of the State Attorney, _____ Judicial Circuit, that were collected, generated for, intended for, prepared for, and/or used in criminal case number _____, _____ State of Florida vs. _____ (The Honorable Judge _____ presiding).

Also requested are any and/or all files that specifically refer to the following individual:

A.K.A. _____

DOB: ____/____/____

SSN#: ____-____-____

FBI# _____

DLE# _____

S.A.#: _____

Please exclude the following documents from this request:

Any documents included in the official records on appeal to the _____ District Court of Appeals, in the “direct” appeal from judgment and sentence resulting in decision published at _____ v. State, ____ So.2d ____ (Fla. ____ DCA ____).

I am willing to pay the fees for this request as they are outlined and set forth by §119.07(1)(a), Florida Statutes. Please provide me with notice of the total dollar amount for the cost of this request, and I will forward payment immediately.

Disclosure of the requested information is mandated by §119.07, Florida Statute and by Roesch v. State, 633 So.2d 1 (Fla. 1993); Campbell v. State, 593 So.2d 1148 (Fla. 1st DCA 1992) and Yank v. State, 588 So.2d 5 (Fla. 5th DCA 1991)

If you decide that these records are exempt from disclosure and/or examination, please state the basis of such an exemption including the statutory citation that creates or affords such an exemption.

Thank you for your assistance.

Sincerely,

Defendant, Pro Se

Cc: The Honorable Clerk of Circuit Court
File

Enclosure