

Here is a form for requesting documents under the Arizona Public Records Law:

Requester: _____

Date: _____

Subject matter: _____

Dear Sir or Madam:

Pursuant to A.R.S. 39-121 through 39-121.03 (the "Arizona Public Records Law"), I hereby formally request that you, in your capacity as _____, make available to me for examination and/or photocopying the following documents:

_____.

As you know, state law provides that if portions of a document are exempt from release, the remainder must be segregated and disclosed. While I expect that you will send me all non-exempt portions of the records I have requested, I respectfully reserve the right to challenge your decision to withhold any materials.

The foregoing request is for the noncommercial purpose, and copies of the foregoing documents will not be used for a commercial purpose. Nevertheless, if need be, I shall be glad to pay for the reasonable cost of the copies, if I choose to copy as well as inspect the documents.

Please provide me a response to my request by no later than the close of business on _____. Your failure to deliver the foregoing documents by the close of business on _____ will be deemed as your refusal to provide the documents. Please be advised that, in the event my request for the foregoing documents is denied, I shall take whatever action I deem appropriate, including the filing of a special action, in Superior Court, to secure my rights under Arizona law.

Thank you for your anticipated cooperation in this matter.

Sincerely,

Address: _____

Phone: _____

E-mail: _____