



PUBLIC RECORDS REQUEST INSTRUCTIONS FOR DISTRICT ATTORNEY OFFICES

515 South Perry Street
Montgomery, AL 36104

Telephone: (334) 242-4191
www.ops.alabama.gov

In an effort to more efficiently process public records requests, the District Attorney Offices has established the following procedure for requesting public records.

1. Please complete and sign the attached form.
2. You may attach additional pages if necessary.
3. Please mail your request to:

Office of Prosecution Services
515 South Perry Street
Montgomery, Alabama 36104

4. **PLEASE SPECIFY THE COUNTY, JUDICIAL CIRCUIT AND DISTRICT ATTORNEY'S NAME ON THE FORM.**

5. TIPS:

- a. Generally, only Alabama citizens are entitled to open records.
- b. Please avoid terms like "related to" or "pertaining to". These terms are vague and difficult to precisely interpret.
- c. If seeking emails between parties, please provide keywords or specific email addresses. If the exact email address is unknown, please provide the domain as a search term.
- d. Please write legibly or type your request.
- e. Remember to sign your request.

Once your request is received, you will receive a confirmation letter along with additional instructions regarding payment, if required, or any deficiencies in your request.

Should you have any questions or need additional information, please contact the the Alabama Office of Prosecution Services at (334) 242-4191.



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District Attorney Name: _____

Judicial Circuit: _____

County: _____

Name and Title of Person Requesting Records: _____

Contact Information for Person Requesting Records:

Business Phone: _____ Cell Phone: _____

Email Address: _____

Physical Address of Business/Organization/Person: _____

Purpose for Which Information is Requested: _____

Search Terms: _____

Date Range: _____

Specific Documents: _____

Signature and Title of Individual Requesting Records:

Date: _____