



St. Francois County Prosecuting Attorney's Office

Michael Blake Dudley

Official Request for Copy of Records

Missouri Sunshine Law Chapter 610 RSMO

1 N. Washington Street, Ste. 101

Farmington, MO 63640

Phone: 573-756-1955 | Fax: 573-756-5192

www.sfcgov.org/prosecuting-attorney

CASE INFORMATION

Today's Date: _____ Party Name(s): _____
 Case Number: _____ Type of Case: _____
 Date of Report: _____
 Reason for Request: _____
 Description of Records Requested (be as specific as possible.): _____

NECESSARY INFORMATION TO RESPOND TO YOUR REQUEST

We will be unable to process your request without contact information to provide a response and/or a cost estimate within 3 business days.

Name: _____ Phone: _____
 Address: _____
 Email: _____
 Signature: _____ Date: _____

SUNSHINE REQUEST FEES

Under Section 610.026 RSMo, we are able to collect fees to recover cost and labor related to the completion of a Sunshine 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 St. Francois County Prosecuting Attorney.

- Ten cents (10¢) per page 8.5 x 11 inches
- Fifteen (15¢) per page 8.5 x 14 inches
- Duplication time charged at \$12.00 per hour
- Thirty cents (30¢) per DVD.
- Research time shall be charged at \$18.50 per hour.

PLEASE INDICATE THE FORMAT DESIRED FOR YOUR RECORD COPIES

Paper Copies CD/DVD Copies

Cost Estimate:

Official Use Only:

- Unable to comply with request. See attached memo.
- Sent response with cost estimate.
- Advised request is completed and ready for pickup.
- Payment received.
- Documents picked up.

Employee Initials:

Date:

