

Telephone
(850) 606-1000

Fax Number – Administration
(850) 606-1001



Fax Number – Trials
(850) 606-1002

Fax Number – Appeals
(850) 606-8501

LAW OFFICES OF THE
PUBLIC DEFENDER
ANDY THOMAS

SECOND JUDICIAL CIRCUIT OF FLORIDA
Franklin • Gadsden • Jefferson • Leon • Liberty • Wakulla

Public Records Request Form

Pursuant to Chapter 119, Florida Statutes, **no fields are required**; however, **if you choose to make a public records request using this form**, please provide at least one method of contact, with a subject and detailed request.

In order to help us provide you the best response to your request, please carefully consider providing the information that will be useful. Please know that broad requests can take longer to fulfill and may become costly for the requester.

SEND BY MAIL OR RETURN IN PERSON TO:

Public Defender's Office
Attention: Brian Rodgers
301 S. Monroe St., Suite 401
Tallahassee, FL 32301

Contact Details

Name: _____

Organization: _____

Street: _____

City: _____

State: _____

Zip: _____

Email: _____

Phone No. _____

Cost Recovery Policy

Upon receiving requests for public records, if applicable, the Public Defender's Office will provide an itemized estimate to the person initiating the request. The estimate will include the hours required, the estimated service charge for extensive labor, and actual duplication or other material costs.

Material costs:

One-sided copy: \$ 0.15 per page

Double-sided copy: \$ 0.20 per page

CD-ROM/DVD: \$1.00 each

Packaging and shipping charges: Estimated costs may be changed to reflect actual cost incurred.

- A special service charge will be imposed if the nature or volume of public records requested to be inspected or copied is such as to require extensive use of information technology resources or extensive clerical or supervisory assistance by personnel of the agency involved, or both. Clerical or supervisory assistance includes searching for and/or locating the requested record, reviewing for statutorily exempt information, deletion of statutorily exempt information, and preparing, copying the requested record(s).
- A special service charge will be warranted if the nature or volume of the public records requested to be inspected or copied requires more than 1 hour of agency resources or greater than 100 pages of documentation.
- The charge for clerical or supervisory resources will be no greater than the hourly rate, including benefits, of the lowest paid personnel capable of providing such services. In those cases where legal review is necessary, the charge will be at the lowest attorney rate (salary and benefits) employed by the Public Defender's Office.
- When documents can be sent by email, we will do so in the interest of efficiency and to minimize costs. In these cases we will only charge a service charge for extensive time. However, when a large volume of documents is requested and must therefore be placed on a CD or DVD, the costs of those materials will be recovered.
- If the record is readily available in electronic form, then we will copy onto CD or DVD, as needed. You will be charged for the actual costs of the disk, not for the time to copy the documents onto the media.
- *If the cost for providing paper or electronic copies of records is less than \$25.00, including postage and special service charges, the records will be provided at no charge as long as it is not cost-effective to collect such fees.*

Collecting Recovered Costs:

- If fees are imposed for copies and/or the special service imposed, the requester will be provided an estimate of the costs.
- Payment will be collected before documents are copied, reviewed, redacted, or otherwise processed for release if their production meets the threshold for extensive time or material costs.
- If the actual costs incurred are less than such payment as estimated, the overpayment will be refunded to the requester. The requester will be required to remit additional monies upon release of the documents to pay for any costs in excess of the estimate.
- In the event the requester fails to remit additional monies to cover costs in excess of the deposit, the requested public records will not be released.

Reducing Costs and Limiting Charges:

- Labor costs can be reduced significantly if requests include keywords as opposed to "all documents or emails." Similarly, narrowing a request to certain individuals or divisions can greatly reduce the use of extensive labor. Consider refining your request for documents to provide better results and reduce unnecessary or duplicative costs.
- We will help direct you to free, online sources whenever possible.