NEW JERSEY OFFICE OF THE PUBLIC DEFENDER
Request for Access to Government Records

The following is the official "Request for Access to Government Records" form of the New Jersey Office of the Public Defender. Please complete all fields that apply to the information you are seeking from this agency. Then, in accordance with the Open Public Records Act, please submit this request, either by hand, mail, electronic mail or fax to Assistant Public Defender Dale Jones, whose office is at 25 Market Street, P.O. Box 850, Trenton, New Jersey 08625-0850. The fax number is (609) 777-1795. The e-mail address is Dale.Jones@opd.state.nj.us. Upon your receipt of this completed form from Assistant Public Defender Jones, please sign and return it to acknowledge receipt.

Requestor Information;

Name**:** _____

Address:_____

_____

Daytime phone number: _____

Description of records sought:

_____
_____
_____
_____
_____
_____
_____
_____

Number of copies needed of each page: _____

Response from the New Jersey Office of the Public Defender

☐ Permission to review the records sought has been granted.

☐ Permission to view the records sought has been denied based on the following exemptions to the Open Public Records Act:

_____
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Requests for access to or for a copy of New Jersey Office of the Public Defender records should be submitted on this form, which has been adopted by the NJOPD custodian of records. Some records may be available immediately during business hours. Some records will take time to compile and copy, but they will normally be available during business hours and within seven business days. If the information is not a government record or is exempt from disclosure or cannot be provided within seven business days, you will be notified of that fact.

There is no fee involved in inspecting documents during regular business hours unless the retrieval of such documents requires an extraordinary amount of time and effort to accommodate the request. Except as otherwise provided for by law or regulation, the fees assessed for copying a printed NJOPD record shall be: $.75 per page for the first ten (10) pages; $.50 per page for the eleventh to twentieth pages; and $.25 per page for all pages thereafter. Where a request is made to provide the document in a format other than a photocopy, the cost will be based on those incurred in producing the requested format.

Where a legal determination must be made as to whether records are government records or are exempted from disclosure under law, the request will be reviewed by Assistant Public Defender Dale Jones. The Requestor has the right to challenge a decision to deny access by filing an appeal to the Government Records Council.

The Requestor hereby acknowledges receipt of the copy of this form, with the date on which the information is expected to be available and the estimated cost. The Requestor hereby certifies that he or she has not been convicted of any indictable offense under the laws of this State, any other state, or the United States and is not seeking government records containing personal information pertaining to the victim or the victim's family, as provided by N.J.S.A. 47:1A-2.2.

The information requested will be ready on: _____

Estimated number of pages: _____

Estimated Cost: _____

_____	_____
Requestor Signature	**Custodian of Records Signature**
_____	_____
Date	**Date**