



**Warren Montgomery  
District Attorney**

22<sup>nd</sup> Judicial District  
Washington – St. Tammany Parishes

*Cary Menard,  
Chief - Civil Division*

*Justice Center  
701 N. Columbia Street  
Covington, LA 70433*

*Telephone: (985) 809-8374  
Fax: (985) 809-8365*

**PUBLIC RECORDS REQUEST FORM**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**Records Requested:**

Defendant's Name: \_\_\_\_\_

Docket Number: \_\_\_\_\_ Defendant's Date of Birth: \_\_\_\_\_

Description of Records Requested: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Delivery Information:**

- Inspect records in person - The requestor will be notified when the records are available for inspection during regular business hours.
- Receive copies by mail - An estimated cost for duplication of the records will be provided, including postage costs, and must be paid before delivery.
- Pick up copies - An estimated cost for duplication of the records will be provided and must be paid before pick up.

The following records are requested pursuant to Louisiana's Public Records Act, Louisiana R.S. 44:1, et seq. Please be notified that records of pending criminal matters are not subject to disclosure as per La. R.S. 44:3. Please be further notified that confidential and/or privileged documents are protected from disclosure by the Louisiana Public Records Act and will not be produced.