

(Date)

[Name] [CDCR#]
California State Prison (Location)
(Address)
(City, State, Zip Code)

Clerk of the Court
(Your County) County Superior Court
(Court address)
(City, State, Zip Code)

RE: People v. (Your Name) Case No: (your case number from trial)
Records Request

Dear Clerk of the Court:

Under the California Public Records Act (CPRA) § 6250 et. seq. I am requesting an opportunity to obtain a copy of the Complaint in my case (the first charging document upon which I was originally arraigned).

If there are any fees for searching or copying these records, please inform me if the cost will exceed \$20.00. However, I would also like to request a waiver of all fees in that the information requested and its disclosure is in the public interest and will contribute significantly to the public's understanding of the truth of the matters for which I was convicted. This information is not being sought for commercial purposes.

The California Public Records Act requires a response within ten business days. If access to the documents I am requesting will take longer, please contact me with information about when I might expect the requested documents.

If you deny any or all of this request, please cite each specific exemption you feel justifies the refusal to release the information and notify me of the appeal procedures available to me under the law.

Thank you for your consideration of this request.

Sincerely

(Your Name)