



General Public Records Request to the Maricopa County Attorney's Office

General Information:

Please complete the attached form and submit it to the MCAO Custodian of Records. The Custodian will acknowledge receipt of your request within 2 business days of receipt. Public Records Requests are promptly processed in the order in which they are received. The amount of time necessary to completely process your request will depend upon the number of requests pending, the location of the records, the volume of material encompassed in the request, the nature of the material being requested and the amount of redaction, if any, that is necessary. *Please note:* Providing a detailed explanation of the records you are seeking will assist us in more quickly locating the records (i.e. the name, date of birth, case number or report number relating to the records you are seeking.)

Privileged Information:

Pursuant to A.R.S. § 13-4434(B), a victim's contact and identifying information is deemed confidential and will be redacted from all records prior to release. Additionally, information deemed confidential by statute is not subject to disclosure through a public records request. *Berry v. State*, 145 Ariz. 12, 13, 699 P.2d 387, 388 (Ct. App. 1985). If you are the victim of a crime and are requesting records without your information redacted, please complete and submit the waiver that appears at the end of this form.

Costs for Non-Commercial Requests:

Public Records fees at the Maricopa County Attorney's Office are as follows:

- \$0.25 per page for printed materials,
- \$0.60 per CD-Rom,
- Actual cost of a thumb drive (if a thumb drive is needed),
- Hourly cost for scanning or copying records.

Statement of Commercial Purpose:

As defined in A.R.S. § 39-121.03D, a “Commercial Purpose” means:

- the use of a public records for the purpose of sale or resale, or for the purpose of producing a document containing all or part of the copy, printout or photocopy for sale; or
- the obtaining of names and addresses from public records for the purpose of solicitation or the sale of names and addresses to another for the purpose of solicitation; or
- for any purpose in which the purchaser can reasonably anticipate the receipt of monetary gain from the direct or indirect use of the public record.

Costs for Commercial Requests:

Public Records fees for a commercial request shall include (A.R.S. § 39-121.03A):

- a portion of the cost to MCAO for obtaining the original or copies of the documents, printouts or photographs to be produced;
- a reasonable fee for the cost of time, materials equipment, and personnel in making the copies, and;
- the value of the reproduction on the commercial market as best determined by MCAO.

Penalty for not Disclosing Commercial Purpose:

Pursuant to A.R.S. § 39-121.03C, in addition to other penalties, *a person shall be liable to the state or the political subdivision from which the public record was obtained for damages in the amount of:*

- Three times the amount which would have been charged for the public record had the commercial purpose been stated plus costs and reasonable attorney fees or;
- Three times the actual damages if it can be shown that the public record would not have been provided had the commercial purpose of actual use been stated at the time of obtaining the records;

If a person obtains a public record:

- For a commercial purpose without indicating the commercial purpose; or
- For a noncommercial purpose and uses or knowingly allows the use of such public record for a commercial purpose; or
- For a commercial purpose and uses or knowingly allows the use of such public record for a different commercial purpose; or
- From anyone other than the custodian of such records and uses it for a commercial purpose.

WARNING * A person who obtains public records for a commercial purpose without indicating the commercial purpose or who obtains a public record for a non-commercial purpose and uses or knowingly allows the uses of such public record for a commercial purpose or who obtains a public record for a commercial purpose and uses or knowingly allows the use of such public record for a different commercial purpose shall in addition to other penalties be liable to the state or the political subdivision from which the public record was obtained for damages in the amount of three times the amount which would have been charged for the public record had the commercial purpose been stated plus costs and reasonable attorney's fees or shall be liable to the state or the political subdivision for the amount of three times the actual damages if it can be shown that the public record would not have been provided had the commercial purpose of actual use been stated at the time of obtaining the records. A.R.S. § 39-121.03.

I certify that all information provided on this form is true and correct. I agree to pay the applicable reproduction fee of the records or be notified to make an inspection appointment. I agree not to hold Maricopa County liable for any inaccurate or incomplete information I may receive.

Signature

Date

Complete Contact Information

Name _____

Address _____

Email _____

Phone _____

Please submit this Public Records Request via mail to:

Maricopa County Attorney's Office
Custodian of Records
301 W. Jefferson, Suite 800
Phoenix, Arizona 85003

Or via email to: mcaocor@mcao.maricopa.gov

Or via fax to: 602.506.6149

MARICOPA COUNTY ATTORNEY'S OFFICE

AUTHORIZATION AND RELEASE TO DISCLOSE VICTIM FILES

NAME

DATE OF BIRTH

ADDRESS

I hereby authorize and consent to the release by the Maricopa County Attorney's Office my complete, unredacted victim file. Disclosure shall be made to the individual listed below. A driver's license must be provided to prove identity before the file will be released.

DATE OF CONSENT

SIGNATURE OF VICTIM

INDIVIDUAL TO RECEIVE FILE
