

CITY OF LEVELLAND
REQUEST FOR PUBLIC INFORMATION

Complete and return this form to the Office of The City Secretary, 1709 Avenue H, Levelland, TX 79336

PLEASE PRINT

Requester Name	
Organization Name	
Address	
Phone #	
E-Mail	

REQUEST TO (✓)		DESCRIPTION OF DOCUMENTS, MINUTES, ORDINANCES, LETTERS, MEMORANDA, REPORTS, ETC. (BE SPECIFIC REGARDING DATES, TIME PERIOD, AND NAME(S))
COPY	REVIEW	

Please note that there is a cost of .10 per page and \$15.00 per hour for any request over 25 pages to be copied.

Signature: _____ Date: _____

This shall serve to notify the general public that this office will receive and comply with its statutory obligations under the Texas Public Information Act, Section 552.001 et seq. Texas Government Code. Under the expressed provisions of the Public Information Act, records of judiciary (municipal court) are not included in a request for public information. Sections 552.003 and 552.0035, Texas Government Code. All requests for information or document(s) concerning the judicial records and/or court proceedings are governed by Supreme Court Administrative Rule 12 and Article I, Section 13 Texas Constitution. All requests for such records should be specifically made to the Presiding Judge, Levelland Municipal Court, PO Box 1010, 1709 Avenue H, Levelland, Texas Monday-Friday, 8:00am through 5:00pm

TO BE COMPLETED BY THE CITY OF LEVELLAND- OFFICE OF THE CITY SECRETARY

Date Received: _____ Time Received: _____ Approved for Disclosure: Yes _____ No _____
 Amount Due: \$ _____ Date Picked Up: _____ Receipt No.: _____
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