

DISCLAIMER: This document is an example from a past legislative campaign that has ended and therefore may not reflect current conditions.

Berkeley Law

Policy Advocacy Clinic

UC Berkeley School of Law
353 Law Building
Berkeley, CA 94720
T: 510.643.4800
F: 510.643.4625

DATE

NAME

TITLE

DEPARTMENT

EMAIL

VIA EMAIL

RE: Public Records Law Request

Dear **BLANK**,

Pursuant to the Arizona Public Records Law (A.R.S. §§ 39-101 to 161) and Supreme Court of Arizona Rules (Rule 123), I am writing on behalf of Stand for Children Arizona and UC Berkeley Law School's Policy Advocacy Clinic to request copies of the records detailed below. We are researching how the **BLANK** County Probation Department ("Probation"), Juvenile Court Administration, and other county offices assess and collect fees against youth in the juvenile delinquency system and/or their parents or guardians ("juvenile fees").

For purposes of this request, "juvenile fees" are costs charged to a youth and/or a parent or guardian. These costs include but are not limited to fees for representation by counsel, detention or incarceration in a state institution or local facility, placement in an outside facility, probation supervision, diversion programs, counseling and treatment programs, drug or alcohol screening or testing, collection or payment plans, administrative assessments, and any other monetary assessments imposed on youth and/or their parents or guardians for the youth's involvement in the delinquency system.

We are requesting these records to inform the legislative process regarding HB 2385, sponsored by Representative Blackman.

To the extent that you are aware of records that may be directly related or relevant to this request, but which we do not specifically describe, we request that you provide these records as well. Records relevant to this request include but are not limited to county ordinances and resolutions, policy interpretation memorandums, internal and inter-county email correspondence, accounting documents and reports, and fee schedules. This request is not made for commercial purposes.¹

We are not requesting personally identifying information for any persons. We are requesting only aggregate, anonymized data, or redacted documents where applicable.² We request all records from **January 2018 through the present**.

¹ ARIZONA REV. STAT § 39-121.03(D); 17A A.R.S. SUP. CT. RULES, RULE 123(F)(1).

² 17A A.R.S. SUP. CT. RULES, RULE 123(B)(1).



Please provide any and all records relating to:

1. **Total amounts of juvenile fees assessed:** Records relating to the total amount (in dollars) of juvenile fees assessed or charged each year, by type or category of fee and number of youth or accounts.
2. **Total amounts of juvenile fees collected:** Records relating to the total amount (in dollars) of juvenile fees collected each year, by type or category of fee and number of youth or accounts.
3. **Expenditures of juvenile fee revenue:** Records relating to the distribution and/or expenditures of all collected juvenile fees, including which funds, programs, budgets or positions receive juvenile fee revenue.
4. **Financial cost of assessing and collecting juvenile fees:** Records relating to the amount spent on assessing and collecting juvenile fees by Probation and/or other county departments, for example, budget statements and/or job descriptions specifying how much time is or how many resources are spent by collections staff, probation staff, or any other parties involved in assessing and collecting juvenile fees.
5. **Overall county probation and juvenile court budget:** Records relating to the general budget of the County Probation Department and the Juvenile Court Administration, including current revenue streams that comprise the budgets of the County Probation Department and Juvenile Court Administration.

Please acknowledge receipt of this request and promptly respond, either by providing all the requested records or by providing a written response setting forth the legal authority for withholding or redacting any document and stating when the documents will be made available.³

If you maintain records in electronic format, please email them in that same format to avoid copying costs. We ask that, where possible, you provide responsive electronic records in their native file format or a generally accessible electronic formats (e.g. for tabular data, XLS or CSV). If you anticipate that the direct costs of searching for or copying these records will exceed \$50, or that the time needed to search for or copy the records will delay their release, please contact me so that I can arrange to inspect the documents or decide which documents I wish to have sent.⁴ Otherwise, please send them as soon as possible.

If I can provide any clarification that will help identify responsive documents or focus this request, please contact me by email at dshea@clinical.law.berkeley.edu.

Thank you for your time and attention to this matter.

Sincerely,

Devan Shea
Clinical Teaching Fellow
Policy Advocacy Clinic
UC Berkeley, School of Law

³ ARIZONA REV. STAT § 39-121.01(D)(2); 17A A.R.S. SUP. CT. RULES, RULE 123(F)(2), (F)(4).

⁴ ARIZONA REV. STAT § 39-121, 39-121.01(D)(1); 17A A.R.S. SUP. CT. RULES, RULE 123(F)(3), (H)(3).