



**CHARLES J. BALLAY
DISTRICT ATTORNEY
PARISH OF PLAQUEMINES**

Public Records Request Form

Date:

Name:

Street Address:

City:

State:

Zip Code:

Telephone:

E-mail:

Description of records requested

Defendant Name:

Docket Number:

PPSO Item Number:

Date of Offense:

Document:

Additional Info:

Transmittal of records requested by:

Mail **Pick up** **Email** **Other:**

Office hours are Mon-Thur 8:30am -4:30pm Fri 8:30am-3:00pm. Cost for paper copies is \$1.00 per page, plus the cost of postage if mailed. Faxed copies are available at a cost of \$1.00 per page for records 10 pages or less. Once your request has been submitted, you will receive an invoice from our office for the cost of the copies and processing. Payment must be received in the form of a **money order** and should be made out to the **Plaquemines Parish District Attorney's Office**. Payment must be received before copies can be sent.

Please submit this form to:

Plaquemines Parish District Attorney's Office

Public Records

333 F. Edward Herbert Blvd., Bldg. 201

Belle Chasse, LA 70037

or by email to tgriffin@25thda.org