



**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:

Defendant's Date of Birth:

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 8-5 Fri 8-3. 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 Hebert Blvd, Bldg 201
Belle Chasse, La 70037
or by email to victoriamay@25thda.org