



pennsylvania

OFFICE OF OPEN RECORDS

STANDARD RIGHT-TO-KNOW REQUEST FORM

DATE REQUESTED: 6/22/2018

REQUEST SUBMITTED BY: E-MAIL U.S. MAIL FAX IN-PERSON

REQUEST SUBMITTED TO (Agency name & address): LUZERNE COUNTY RTK

NAME OF REQUESTER : DAVID KNELLER

STREET ADDRESS: P.O. BOX 485

CITY/STATE/COUNTY/ZIP(Required): SCHAEFFERTOWN, PA 17088

TELEPHONE (Optional): 717-808-8788 EMAIL (optional): PA.CONSTABLE@LIVE.COM

RECORDS REQUESTED: **Provide as much specific detail as possible so the agency can identify the information. Please use additional sheets if necessary*

I am requesting invoices for all work performed up to June 23, 2018 by Elliott Greenleaf in connection with Luzerne County case 2018-01743 and also any work performed in connection with OOR filing, response or appeal AP-2017-2060. I am also requesting the cost in filing fees etc. if not included in the Elliott Greenleaf billing.

DO YOU WANT COPIES? YES NO

DO YOU WANT TO INSPECT THE RECORDS? YES NO

DO YOU WANT CERTIFIED COPIES OF RECORDS? YES NO

DO YOU WANT TO BE NOTIFIED IN ADVANCE IF THE COST EXCEEDS \$100? YES NO

**** PLEASE NOTE: RETAIN A COPY OF THIS REQUEST FOR YOUR FILES ****
**** IT IS A REQUIRED DOCUMENT IF YOU WOULD NEED TO FILE AN APPEAL ****

FOR AGENCY USE ONLY

OPEN-RECORDS OFFICER:

I have provided notice to appropriate third parties and given them an opportunity to object to this request

DATE RECEIVED BY THE AGENCY:

AGENCY FIVE (5) BUSINESS DAY RESPONSE DUE:

***Public bodies may fill anonymous verbal or written requests. If the requestor wishes to pursue the relief and remedies provided for in this Act, the request must be in writing. (Section 702.) Written requests need not include an explanation why information is sought or the intended use of the information unless otherwise required by law. (Section 703.)*