

**ST. MARY'S COUNTY GOVERNMENT  
OFFICE OF THE COUNTY ATTORNEY**

*Christy Holt Chesser, County Attorney  
David A. Weiskopf, Deputy County Attorney*



Francis Jack Russell, President  
Kenneth R. Dement, Commissioner  
Lawrence D. Jarboe, Commissioner  
Thomas A. Mattingly, Sr., Commissioner  
Daniel H. Raley, Commissioner

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## Request for Public Information

Date of Request: \_\_\_\_\_

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Daytime Phone No: \_\_\_\_\_

Document(s) Requested: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Do you want the information:  mailed  available for pick-up

**Public Information Request must be completed and faxed to 301-475-4660 or mailed to the address below:**

Office of the County Attorney  
P.O. Box 653  
41770 Baldrige Street  
Leonardtown, MD 20650

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For office use only

Date received: \_\_\_\_\_

Department: \_\_\_\_\_

10 day date: \_\_\_\_\_

Date sent: \_\_\_\_\_

30 day date: \_\_\_\_\_

Date completed: \_\_\_\_\_

Public Information Act  
Schedule of Fees

Copies: .25 per page

DVD Copies: \$20. per meeting

The first two hours of research, retrieval or review fees are free. Anything after the two hour time period will be charged according to fees listed below.

**Research and Retrieval Fees**

\$16. per hour (administrative assistant salary)

IT assistance (where necessary): \$37. per hour

For requests that will require substantial research, retrieval and review an estimate of fees will be prepared prior to work being done, and a deposit may be required.