

**Section 11.0431, F.S. – SAMPLE PUBLIC RECORDS REQUEST**  
**Legislative Records**

To Whom It May Concern:

Pursuant to Article I, section 24 of the Florida Constitution, and s. 11.0431, F.S., I am requesting [*select INSPECTION and/or COPIES*] of the following court records: [*describe the records you are requesting with as much detail and specificity as possible*]

Should you deny my request, or any part of the request, please state in writing the basis for the denial, including the exact statutory citation authorizing the denial.

I will contact your office within [*select a specific period of time: 24 hours, 48 hours, one week, etc.*] to discuss when I may expect fulfillment of my request, and payment of any statutorily prescribed fees. If you have any questions in the interim, you may contact me at [*fill in a telephone number or email address*].

Thank you.