



Jody Newby
Coos County District Attorney

COOS COUNTY DISTRICT ATTORNEY'S OFFICE
250 N. BAXTER STREET
COQUILLE, OREGON 97423
FAX ONLY (541) 396-1015
(541) 396-7550

Coos County District Attorney's Office
Petition for Public Records Order

When an individual is denied a request for public records from a state agency, that person may petition the Coos County District Attorney's Office to issue a Public Records Order (PRO) by submitting this form. This form is also to be used when appealing a denial of a fee waiver.

Requestor Name: _____ Date: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Email: _____

I request the Coos County District Attorney's Office to order the public agency named below to provide me with the following records (describe records):

Name of Agency: _____

Date of Records Request: _____ Date of Denial: _____

Name of Official Who Denied Request: _____

Reason for Denial, if known (this information is optional but will help facilitate the District Attorney's review). Please indicate here if this was a denial of a fee waiver:

Supporting documentation* will arrive by: email mail

You may submit this form to the Coos County District Attorney's Office by email or mail to:

Email: CoosDA@co.coos.or.us

Mail: Coos County District Attorney's Office, Attn: PRR Appeal
250 N. Baxter Street, Coquille, OR 97423

Phone: 541-396-7550

*Note: Petitioners are encouraged to attach (or enclose) copies of any supporting documentation, such as agency correspondence, with the Petition for Public Records Order form. Supporting documentation may be sent separately, if necessary, but it must arrive in a timely manner for review and proper consideration. If you have any questions, you may contact the Coos County District Attorney's Office by email or by phone at 541-396-7550.