

## Public Records Requests

All requests for public records must be made in writing upon the provided form. Providing accurate contact information for the requesting party is especially critical. The completed form can be tendered to the custodian of public records via:

- (1) hand delivery to 525 Marshall Street – 4<sup>th</sup> Floor, Shreveport, Louisiana,
- (2) mail or commercial carrier to:  
Caddo Parish District Attorney's Office  
Suzanne Ellis, Public Records Custodian  
501 Texas Street, 5<sup>th</sup> Floor  
Shreveport, LA 71101,
- (3) facsimile to Suzanne Ellis, Public Records Custodian at (318) 629-4300, or
- (4) email to [publicrecordsrequest@caddoda.com](mailto:publicrecordsrequest@caddoda.com).

When a request is sent by email, a return email indicating that the request has been received will be sent by office personnel during office hours. The return email will serve as proof of delivery of the request. For requests sent by hand delivery, mail or commercial carrier, and facsimile, office personnel will time-stamp the request when it is received. This procedure will be followed in all cases to insure compliance with statutory deadlines and uniformity of access.

After receipt of the request, the public records custodian will determine the existence and availability of the record and whether the record is public within the parameters of the Public Records Act. When copies of public records are requested, responses will be mailed or tendered in person to requesting parties within statutory deadlines after payment in full of costs for copies. When the requesting party only seeks to examine the record, access will be provided at the Marshall Street address listed above.

Copies of public records may be purchased for \$1.00 page or \$5.00 per CD or DVD of media such as photos and videos. Request for copies saved to other media formats such as flash drives or that require the assistance of outside vendors due to outdated formats are assessed at the cost to our office.

Questions about public records requests may be directed to Suzanne Ellis or Kelly Brown at (318) 429-7618.