

IN THE CIRCUIT COURT OF THE ELEVENTH JUDICIAL CIRCUIT IN AND FOR MIAMI-DADE COUNTY, FLORIDA.  
IN THE COUNTY COURT IN AND FOR MIAMI-DADE COUNTY, FLORIDA.

CLERK OF COURTS  
Records Management

**PUBLIC RECORDS REQUEST**

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

**1. REQUESTOR CONTACT INFORMATION**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_  
Email Address: \_\_\_\_\_

**SUBMIT TO:**

Miami-Dade County Clerk of Courts  
Records Management  
**P.O. BOX 14695**  
Miami, Florida 33101  
Email: **COCPUBREQ@miamidade.gov**

**2. REQUESTED / INFORMATION** (E.g.: Division, Case #, Case Type, Date Range, etc.) \*(See Section 3. for list of Divisions)

(If more space is needed, please attach additional information)

*Note: All requests will be Administratively Closed after sixty (60) days for nonpayment or nonresponse.*

**FOR RECORDS MANAGEMENT USE ONLY**

**3. DIVISION(S) RECEIVING REQUEST** (RM Use Only)

Control No. \_\_\_\_\_

- |                                   |  |                                    |   |
|-----------------------------------|--|------------------------------------|---|
| <input type="checkbox"/> CIVIL    | <input type="checkbox"/> PROBATE           | <input type="checkbox"/> FINANCE   | <input type="checkbox"/> CLERK OF THE BOARD                           |
| <input type="checkbox"/> CRIMINAL | <input type="checkbox"/> DOMESTIC VIOLENCE | <input type="checkbox"/> JUVENILE  | <input type="checkbox"/> TRAFFIC <input type="checkbox"/> MISDEMEANOR |
| <input type="checkbox"/> FAMILY   | <input type="checkbox"/> DISTRICTS         | <input type="checkbox"/> RECORDING | <input type="checkbox"/> OTHER _____                                  |

**FOR DIVISION USE ONLY**

**4. CATEGORY OF REQUEST:**

- Category 1     Category 2     Category 3

**5. REQUEST RECEIVED IN DIVISION:**

Received By/DPRRL: \_\_\_\_\_ DATE: \_\_\_\_\_

**6. COST ESTIMATE AND TIME:**

TIME TO BE COMPLETED: \_\_\_\_\_ COC \$ \_\_\_\_\_ ITD \$ \_\_\_\_\_ TOTAL ESTIMATE \$ \_\_\_\_\_

**7. RECORD(S) / DATA FEE:**

TOTAL COST \$ \_\_\_\_\_ RECEIPT/INVOICE #: \_\_\_\_\_ DATE PAID: \_\_\_\_\_ CHECK # \_\_\_\_\_

**8. CONFIRMATION OF COMPLETION:** (Must be completed in full)

- CIVIL     FAMILY     PROBATE     DOMESTIC VIOLENCE     DISTRICTS     JUVENILE     CRIMINAL  
 COB     FINANCE     RECORDING     TRAFFIC     MISDEMEANOR     OTHER \_\_\_\_\_

**9. ADMINISTRATIVELY CLOSED** (60 Days after last correspondence) **DUE TO:**

- NON-RESPONSE (from Requestor)     NON-PAYMENT     OTHER: \_\_\_\_\_

\_\_\_\_\_  
Print Name (DPRRL)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature (DPRRL)

\_\_\_\_\_  
Date

**10. DELIVERY COMPLETED BY:**     PICKED UP     MAILED     EMAILED     OTHER \_\_\_\_\_

**IF PICKED UP, PLEASE HAVE RECIPIENT COMPLETE & SIGN BELOW**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Recipient's Signature

\_\_\_\_\_  
Date

## Instructions for Filing Out Public Records Request

### **Please Note:**

- \*All Public Records Request must be submitted to Records Management for processing.
- \*A Public Records Request number will be provided for each request for indexing purposes.
- \*All Public Records Request must be returned to Records Management upon completion.

**To request a public record, a public records request should be submitted to Records Management. Fill out the form as follows:**

1. Requestor Contact Information: Name, address, phone number and email address.
2. Requested records information to be filled out by patrons.

To Whom It May Concern:

Pursuant to the Florida Sunshine Law, I hereby request the following records:

Any and all documents related to State Case # 13-1991-CF-030032-B000-XX against Latrice Jones (F-91-030032-B).

All pre-trial documents including discovery materials including evidence (photos, witness statements), confessions/oral or written plea agreement deals (from other co-defendants), statements/depositions (both written and transcribed) from all potential witnesses or experts (i.e, Dr. Gary Schwarz, David Bosworth, Rebecca Mendoza, Tyrone Coates, Louis Coates) , arrest warrants, police reports, depositions and/or reports).

Any written or oral/transcribed statements by Latrice Jones (i.e., alleged waivers of defendants' presence in court, written/transcribed plea agreements). This should include all signed statements by Latrice Jones.

Some of the evidence cited above may be found in the files of co-defendants (Tyrone Coates: F-91-030032-A |State Case # 13-1991-CF-030032-A000-XX or Rebecca Mendoza: F-91-030032-C |State Case Number 13-1991-CF-030032-C000-XX)

Most of these documents should fall between July 1991 through June 1993. There may be some appeals from 1993 until 2018 which I would also be interested in requesting.

The requested documents will be made available to the general public, and this request is not being made for commercial purposes.

In the event that there are fees, I would be grateful if you would inform me of the total charges in advance of fulfilling my request. I would prefer the request filled electronically, by e-mail attachment if available or CD-ROM if not.

Thank you in advance for your anticipated cooperation in this matter. I look forward to receiving your response to this request within 10 business days.

Sincerely,

Amanda Lewis, Ph.D.