


**PUBLIC RECORDS (APRA) REQUEST
CITY OF SOUTH BEND**

Name of Requesting Party:				
Address:		City:	State:	Zip:
Telephone:	Date of Request:	Time of Request:	Submitted (check one): <input type="checkbox"/> In Person <input type="checkbox"/> Mail, Email or Facsimile	
Email of Requesting Party:			Signature of Requesting Party: 	
Name of Department having records, if known (i.e. Police, Building, Fire/EMS, Public Works):				
Records Requested. Please be specific. Use the back of form if additional space is needed. _____ _____ _____				
Check one: I request to <input type="checkbox"/> INSPECT or <input type="checkbox"/> BUY copies of the records requested.				
Check one: I request to receive my records by: <input type="checkbox"/> in-person pick-up; or <input type="checkbox"/> REGULAR MAIL; or <input type="checkbox"/> EMAIL; or <input type="checkbox"/> FAX				

***** SUBMIT REQUESTS TO THE LEGAL DEPARTMENT (apra@southbendin.gov) *****

CITY OF SOUTH BEND USE ONLY

Request Received By:	Department:	Date and Time Received:		
Acknowledged Receipt: <input type="checkbox"/> Email <input type="checkbox"/> Telephone <input type="checkbox"/> In Person Acknowledgement Form				
Department Comments: _____ _____				
ATTORNEY DECISION				
INFORMATION IS _____ DISCLOSABLE INFORMATION IS NOT DISCLOSABLE _____				
Attorney Comments and Instructions: _____ _____				
Attorney Signature: _____			Date of Decision: _____	
Letter sent (Date): _____		Decision Sent To: _____		By: _____
Informed requesting Party that information is _____ DISCRETIONARY DISCLOSURE or _____ NON-DISCLOSABLE				
Date: _____	Signature: _____		<input type="checkbox"/> In Person <input type="checkbox"/> By Telephone <input type="checkbox"/> By Email	

To Whom It May Concern:

Pursuant to the Indiana Access to Public Records Act, I hereby request the following records:

Materials related to and sufficient to show all instances of alleged or actual inappropriate or illegal behavior or actions resulting in compensation or expenditures involving this agency.

Responsive materials include records of all settlements (formal and informal) and payments to which this agency was or is a party for the period from January 1, 2010 through the date this request is processed. Responsive materials include those for matters and legal claims resolved prior to the initiation of any litigation.

In particular, materials responsive to this request include all reports, lists, databases, spreadsheets, and other documentation detailing incidents of legal claims or other allegations requiring compensation for claimants, attorneys, or any other party.

If spreadsheets or similar documents are available in response to this request, please provide all segregable data, including but not limited to:

- The nature of the claim or legal matter
- The claimant and other parties involved
- The relevant case and tracking numbers for court and internal systems
- The date the lawsuit was served or litigation commenced
- The final disposition or current status of the case, including whether a case is still pending
- The amount spent to date as a result of the legal engagement
- The amount paid to any parties related to the legal claim, including any city payout and any non-monetary compensation

If you have any questions about this request, please contact the email address associated with this request or leave a message at 617-299-1832.

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 7 business days, as the statute requires.

Sincerely,

Beryl Lipton