**Certified Mail Number:** xxxx xxxx xxxx xxxx xxxx

**From:** First-Middle: Last

c / o 1234 Your Address Street

City, State Republic [ 12345 ]

non-domestic

**To:** CLERK OF COURT

NAME OF COURT HERE

1234 THEIR ADDRESS ST.

CITY, ST 12345

Date Goes Here, 2024

To whom it may concern (or Chief Clerk Name):

Pursuant to the Georgia Open Records Act and section § 50-18-71 (a) \*\*LOOK YOURS UP\*\* of the O.C.G.A. (Your state’s statutes), I am hereby requesting certified copies of the **Oath of Office** and **Official Bond** for Judge Judge Name Here presiding in the COURT NAME HERE and Prosecuting Attorney’s Name, Esq. representing the STATE OF YOUR STATE and acting on behalf of the district attorney’s office.

I will pay no more than $5 per each certified copy.

If my request is denied in whole or in part, I require that you justify all deletions by reference to specific exemptions of the Open Records Act. **Otherwise, legal action will be taken due to your non-compliance.** You have five **(5)** days to comply with this lawful demand (plus two **(2)** days for mailing delay).

Please contact me by mail, by e-mail, or by phone to inform me that the records are ready for pickup.

your phone number, your e-mail address here

Thank you for your assistance in this matter.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First-Middle: Last

for FIRST MIDDLE LAST, Estate