



OPEN RECORDS REQUEST INSTRUCTIONS

Lee County District Attorney's Office
2311 Gateway Drive
Opelika, AL 36801
Telephone: (334)737-3446
Email: info@leecountyda.org

The following procedure has been established for requesting open (public) records:

1. Please complete and sign the Open Records Request Form.
 - a. You may attach additional pages if necessary.
 - b. Please type or write legibly, in blue or black ink.
 - c. You must sign your request.

2. You may mail your request form to:
Lee County District Attorney's Office
Attn: Records Division
2311 Gateway Drive
Opelika, AL 36801

*Once your request has been received, you will receive a confirmation letter along with payment instructions. Additionally, you will be informed of any deficiencies in your request.