



J. Collin Sims
District Attorney

22nd Judicial District
Washington – St. Tammany Parishes

Emily G. Couvillon
Custodian of Records

21454 Koop Drive,
Suite G
Mandeville, Louisiana, 70471

Telephone: (985) 809-8383
Fax: (985) 809-8365

PUBLIC RECORDS REQUEST FORM

Email to: PublicRecords@22da.com

Name: _____ Date: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

E-Mail Address: _____

Records Requested:

Defendant's Name: _____

Docket Number: _____ Defendant's Date of Birth: _____

Description of Records Requested: _____

Delivery Information:

- Inspect records in person - The requestor will be notified when the records are available for inspection during regular business hours.
- Receive copies by mail - An estimated cost for duplication of the records will be provided, including postage costs, and must be paid before delivery.
- Pick up copies - An estimated cost for duplication of the records will be provided and must be paid before pick up.

The following records are requested pursuant to Louisiana's Public Records Act, Louisiana R.S. 44:1, et seq. Records of pending criminal matters are not subject to disclosure per La. R.S. 44:3. Confidential and/or privileged documents are protected from disclosure by the Louisiana Public Records Act and will not be produced.