



# REQUEST FOR LEGAL SERVICES

**REQUEST FOR:**

- Agreement/Contract
- Bid/Advertisement/Legal Notice
- Grant Application/Proposal
- Lease/Deed
- Legal Opinion/Action
- Ordinance
- Public Hearing
- Resolution

**REQUESTED BY:**

- Name \_\_\_\_\_
- Title \_\_\_\_\_
- Date Requested \_\_\_\_\_
- Completion Date By \_\_\_\_\_
- Agenda Yes No Date \_\_\_\_\_

**INSTRUCTIONS:**

Prepare and submit original only. Explain reason for request below. The question, or supporting data, should be stated as fully and in as precise terms as possible. All pertinent facts and any Code reference should be set out and **SUCH DOCUMENTS AS ARE NECESSARY SHOULD BE ATTACHED.**

**Please be specific about what you wish the City Attorney to do.**

<b>ROUTE TO:</b>	<b>INITIALS:</b>	<b>DATE:</b>	<b>COMMENTS:</b>
1) Department Director			
2) Finance Director			Fund Acct # _____ Funding Available Yes No
3) City Attorney			
4) Department Director			
5) Mayor			