**PAR of Louisiana Sample Letter to Report Alleged Open Meetings Law Violation**

[Your Name]

[Your Street Address]

[City, State, Zip]

[Phone, Fax, E-mail]

[Date]

[***VIA E-Mail/Fax/U.S. Mail***]

[James David Caldwell, Sr.]

[Attorney General]

[Louisiana Office of the Attorney General]

[P.O. Box 94005]

[Baton Rouge, LA 70804]

[225-326-6079]

Or

[Your District Attorney’s Name]

[District Attorney, \_\_\_\_ Parish]

[Address]

[Phone Number]

**RE: Louisiana Open Meetings Law Violation (LA R.S.** § 42:11 *et seq*)

Dear Attorney General Caldwell/District Attorney \_\_\_\_\_\_\_\_\_\_\_\_\_:

Pursuant to the R.S. § 42:25 *et seq*., I request that you investigate an alleged violation of the Louisiana Open Meetings Law.

I believe that [insert public body including city/town and parish that is the subject of this complaint] via the actions of [insert specific persons, if any, you allege committed the violation] on [insert date of alleged violation] violated the Open Meetings Law.

The alleged violation occurred during/due to [describe the alleged violation that this letter is about and what part of the Open Meetings law was violated. Please be as detailed as you can.]

As you know, R.S. § 42:25 of the Louisiana Open Meetings Act Public Records Act says the Attorney General/District Attorney shall institute such proceedings upon a complaint filed with you by any person, unless written reasons are given as to why the suit should not be filed.

If proceedings are not instituted, please notify me in writing as to the reason. If you need additional information about this complaint, please do not hesitate to contact me.

I understand that under most circumstances this complaint will be considered a public record and be available to any member of the public upon request. I understand that when I submit this complaint that your Office cannot give me legal advice and cannot act as my personal lawyer. Again, please do not hesitate to contact me if I can help with your investigation or prosecution of this violation.

Sincerely,

[Your Name]