

**Office of the State Public Defender  
Request to Inspect Administrative Records Pursuant to CJD 15-01**

In order to inspect administrative records pursuant to Chief Justice Directive 15-01, the requesting party must complete this form and submit it via electronic mail to: [records.request@coloradodefenders.us](mailto:records.request@coloradodefenders.us)

or via United States Mail to:

Custodian of Records  
Office of the State Public Defender  
1300 Broadway Suite 400  
Denver, CO 80203

***NO HAND-DELIVERED OR TELEPHONE REQUESTS WILL BE ACCEPTED.***

Requestor name: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_

(Please note: incomplete or inaccurate contact information may delay the response to your request.)

Description of records requested (please be as specific as you can, attach additional pages if necessary. Overly broad or vague requests may result in additional costs, delayed response, or an inability to fulfill your request):

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

Preferred format (e.g. paper copies, electronic/pdf): \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Requestor

\_\_\_\_\_  
Date of Request

For more information, please go to our webpage at: <http://pdweb.coloradodefenders.us>