

**CITY OF SAN ANGELO**

**OFFICE OF THE CITY ATTORNEY**



**Legal Services Request**

**To**: Dan T. Saluri, Interim City Attorney **Date Submitted To Legal**:

**From**:

Name and Title of Submitter, (Extension No.) (Signature of Department Director and Title)

**Type of Request:** [ ]  Resolution [ ]  Ordinance [ ]  Legal Opinion [ ]  Real Estate Transaction

[ ]  Agreement/Contract – Is council approval required? [ ]  YES [ ]  NO

Please explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Attach additional sheets, if necessary, to provide required information.)

**NOTE: Agenda items should be submitted to Legal according to City Clerk’s Agenda Submittal Calendar**

 (Please refer to schedule available on the intranet)

Please do not assume that the Office of the City Attorney knows the background of the question and/or issue, such as the history of the item or opinions on the same or similar issues, the existence of relevant memos, correspondence, etc.

 **Please attach the pertinent documentary information relating to the subject as follows:**

[ ]  If this request is for the Agenda, please include a draft cover memo to be submitted to council.

[ ]  If this item has already been approved by council, please include a copy of the minutes.

[ ]  If this request is for review, approval, or preparation of a contract/agreement, please include a draft

 of the document. (Hard copy & email version in Word format)

[ ]  If this is an amendment of a contract/agreement, please also attach a copy of the original contract/

 Agreement and all previous amendments.

[ ]  If this is a request for a legal opinion or for the preparation of an ordinance, please include all research

 and other material.

**NOTE: The above listed information must be submitted prior to legal review.**

**Purpose of Request:**  Please explain in detail the legal issue, concern, or question pertaining to your request.

**Relevant names and contact information and/or comments:**

**For Legal Dept. Use Only:**

**Receipt Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Assigned to:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**File #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Close Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Complete Form and forward to the Office of the City Attorney**