



**CITY OF SAN ANGELO  
OFFICE OF THE CITY ATTORNEY**



**Legal Services Request**

To: Theresa James, 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**