

Dear _____

This is a request under the Texas Open Records Act, chapter 552 of the Government Code (formerly V.T.C.S. article 6252) as well as Article I, Sec. 8 of the Texas Constitution, the First Amendment to the United States Constitution, the common law of the State of Texas and any statute providing for public access to government information:

A certified copy of any and all records and reports of any dog biting, attacking or showing aggression towards (Plaintiff) on (Date of Incident).

A certified copy of any and all records and reports of any dog biting, attacking or showing aggression towards any people prior to (Date of Incident) for any dog or owner residing at the following address: (Dog Owner's Address).

A certified copy of any and all records and reports of any dog owned by (Defendant Dog Owner) biting, attacking or showing aggression towards any people prior to (Date of Incident).

If you have any questions about the nature or scope of this request, please call me at: 713-932-0777. If you determine that all or some portion of the information requested is excepted from required disclosure, I request that you provide me with the portions of the requested information that are public and reasonably segregable from that which you believe is excepted. If any records are in active use or in storage, please certify this fact in writing and set a date and hour within a reasonable time when the records will be available, as required by section 552.221 of the Act.

If you determine that all or some portion of the information requested is excepted from required public disclosure under a particular exception, I request that you advise me as to which exceptions you believe apply. If you rely on previous determination, please advise me of the applicable court decision or Attorney General's opinion. If there is no such determination, please advise me of the request for such an opinion, as required under section 552.301 of the Act, and a dated copy of your letter to the Attorney General. I call your attention to section 552.353 of the Act, which provides penalties for a failure to release public records.

Please send the requested records to:

(Address where you want to receive the reports)

If you have questions or need more information, you may call me at XXX-XXX-XXXX or email at: xxx@xxxx.com.

I appreciate your attention to this and expect to hear from your office within ten days.

Sincerely,

AFFIDAVIT

Before me, the undersigned authority, personally appeared _____ who, being by me duly sworn, deposed as follows:

"My name is _____. I am over 18 years of age, of sound mind, capable of making this Affidavit, and personally acquainted with the facts stated below."

I am the custodian of records for * and am familiar with the manner in which its records are created and maintained by virtue of my duties and responsibilities. Attached hereto are _____ pages of records pertaining to _____. All these records are kept in the course of regularly conducted business activity. It is a regular course of business for me or another employee of * to keep this type of record in the course of regularly conducted business activity. It is the regular practice of * for this type of record to be made by, or from, information transmitted by persons with such knowledge of the matters set forth in them. All of the records were made at or near the time of each act, event, condition, opinion, or diagnosis set forth or reasonably soon thereafter as is shown in the records. The records herein attached are exact duplicates of the original records and it is the office practice for the original to stay in our possession.

The facts as disclosed above are true and correct and within my personal knowledge.

AFFIANT

STATE OF TEXAS

COUNTY OF HARRIS

SUBSCRIBED AND SWORN BEFORE ME BY THE SAID AFFIANT ON THIS, THE _____ DAY OF _____, 2018.

Notary Public in and for
the State of Texas