

New Jersey Government Records Council

Amended Denial of Access Complaint

Please read these instructions before completing this form:

- This form is to be used only for amendments to a Denial of Access Complaint which has been filed with the Government Records Council and has not yet been adjudicated.
- Pursuant to *N.J.A.C. 5:105-2.3(h)*, a complainant may amend his or her complaint as a matter of right within 30 business days after the filing of the initial complaint. Such amendments must be submitted in writing to the Council with copies served simultaneously on all parties. Additional amendments or supplements to a complaint submitted beyond the 30-business-day amendment period shall only be accepted for consideration in the adjudication of a complaint when such acceptance is authorized by the Executive Director. Example: when certain issues have been resolved during mediation that no longer require adjudication.
- Please print or type your responses and provide ALL information requested. Incomplete forms will delay processing. This form is available in downloadable format from the GRC's website at <http://www.nj.gov/grc/>.
- *The GRC recommends that you keep a copy of this amended complaint for your own files.*
- **MAIL, FAX OR E-MAIL THIS AMENDED COMPLAINT AND ALL SUPPORTING DOCUMENTATION TO:**

Government Records Council
101 South Broad Street
PO Box 819
Trenton, NJ 08625-0819
Fax: (609) 633-6337
E-mail: grc@dca.state.nj.us

1. GRC Complaint Number:

2. Complainant Information:

Full Name:

Mailing Address:

City:

State:

Zip Code:

Telephone Number:

Fax Number:

E-mail Address:

3. Legal Representation (if any):

Name of Attorney:

Mailing Address:

City:

State:

Zip Code:

Telephone Number:

Fax Number:

E-mail Address:

**New Jersey Government Records Council
Amended Denial of Access Complaint – Records Denied List**

Please fill out this form describing the records (or portions of records) at issue in your original Denial of Access Complaint, whether you have received said records, whether there are redactions made to said records, and whether your request has been satisfied. Submit additional pages if necessary.

Records Relevant to Complaint (or portion)	Did you receive record?	Redactions?	Does this satisfy your request? If not, please explain.
	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	

**New Jersey Government Records Council
Amended Denial of Access Complaint - Detail Summary**

Use this form to summarize the content, time and date of any conversations regarding this complaint, along with the names of the participants and any witnesses.

1. Documents to submit with this Form:

- ❑ **Complete** the attached **Records Denied List** to describe the records to which you were denied access.
- ❑ **Attach** a copy of any correspondence between you and the record custodian(s) or custodial agency staff that concerns the portion of your OPRA request that was amended and was not provided with your original complaint submission.
- ❑ **Summarize** the facts of this amended complaint by writing the content, time and date of any interaction you had with the custodian that was not included with your original complaint submission regarding the OPRA records request that is the subject of this amended complaint. Use the attached **Detail Summary** for this purpose.
- ❑ **Provide** any legal arguments, allegations or other information you would like the GRC to consider in deciding this complaint that was not included with your original complaint submission. Use the attached **Detail Summary** for this purpose.

6. Verification of Complaint:

By signing this complaint, I affirm that:

- I am the person who submitted the OPRA request for records which is the subject of this Complaint;
- The information I have provided is true to the best of my knowledge and belief;
- The documents submitted with this Complaint are true copies of material which I believe is relevant to my claim;
- I am not seeking disclosure of any personal information pertaining to the victim of any crime committed by me, which is an indictable offense under the laws of the State of New Jersey, or any other State, or pertaining to the family of that victim; and
- I am simultaneously providing a copy of this amended complaint to the Custodian of Records.

Signature (required)

Date