

ADMINISTRATIVE PROCEDURES



Procedure Number: 3-5

Effective Date: 11/04/1991

Revision Date: 05/30/2003

C. Drobulets
County Administrator

SUBJECT: **REQUESTS FOR LEGAL OPINION/MEMORANDA**

DEPARTMENT RESPONSIBLE: **Office of the County Administrator**

I. STATEMENT:

The purpose of the procedure is to assure uniformity in the release of legal opinions and memoranda by the County Attorney's Office.

This procedure will apply to written opinion and memorandums and is not intended to discourage discussion of matters with the County Attorney's office or in person with the attorney assigned to a department.

II. PROCEDURE:

The requesting department will forward to the County Administrator a request for an official opinion or written memorandum concerning legal advice from the County Attorney.

The County Administrator's Office will evaluate the request, and either approve it for submission to the County Attorney's Office, or return it to the requesting department.

The County Attorney's Office will respond to approved requests for legal advice with an original written response to the County Administrator and a copy to the requesting department.

The County Administrator's Office will maintain a legal opinion file of the originals of all written legal opinions and memorandums.