



OFFICE OF THE

COUNTY COUNSEL
COUNTY OF PLUMAS

Internal Plumas
County use only

Courthouse - 520 Main St., Room 301
Quincy, California 95971-9115

Phone: (530) 283-6240
Fax: (530) 283-6116

REQUEST FOR COUNTY COUNSEL SERVICES

Resubmittal (check one): Yes No **Date:** _____

If Yes: County Counsel Log No. _____

Department: _____ **Phone:** _____

Name: _____ **Email:** _____

PURPOSE OF SUBMITTAL (check one below):

- | | |
|---------------------------------|-------------------------------|
| Contract Review | Request for Legal Opinion |
| Other Review (grant, RFP, etc.) | Public Records Request |
| Draft Legal Document(s) | Response to Subpoena |
| Claim/Litigation | Other (please describe below) |
- _____

Please allow a minimum of 10 work days for the initial review. Additional time will be needed for complex matters.

FOR CONTRACTS ONLY:

1. Name of Counterparty/Vendor: _____
2. Business Form of Counterparty/Vendor (check one below):

Individual	Government Entity
General Partnership (GP)	Limited Partnership (LP or LLP)
Corporation	Limited Liability Company (LLC)
State of Incorporation: _____	State of Formation: _____
3. **Term: Contract Begin & End Dates:** _____ to _____
If longer than one (1) year, please explain why: _____
4. Which Procurement Procedure Was Used: (Check one below)

RFP/RFQ (Request for Proposal/Qualifications)	Informal Bid
Formal Bid	Other, Explain
None/NA	
5. Purpose of Contract:

FOR NON-CONTRACT SUBMISSIONS:

Please summarize your request here (supplement with memo if needed):

County Counsel Use Only:

Attorney Assigned: _____

Log No _____

Date Closed: _____