



COUNTY COUNSEL
COUNTY OF PLUMAS

Temporary - 1446 E. Main Street
Quincy, California 95971-9115

Phone:(530) 283-6240

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

Draft Legal Document(s)

Request for Legal Opinion

Public Records Request

Other (please describe below)

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

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1. Name of Counterparty/Vendor: _____
 2. Business Form of Counterparty/Vendor: _____
 3. State of Incorporation/Formation: _____
 4. Term: Contract Begin & End Dates: _____ to _____
If longer than one (1) year, please explain why: _____
 5. Which Procurement Procedure Was Used: _____
 6. Last time Contract went out for Bid: _____
 7. Reason for not using standard County template (if applicable):

 8. **Purpose of Contract/Submission (supplement with memo if needed):**

County Counsel Use Only:

Attorney Assigned: _____

Log No.: _____

COMMENTS:

Date Requested: _____

Date Closed/logged out: _____