

TOWNSHIP OF MANALAPAN

MUNICIPAL BUILDING
120 ROUTE 522
MANALAPAN, NEW JERSEY 07726

REQUEST FOR ACCESS TO POLICE DEPARTMENT RECORDS FOR MUNICIPAL USE ONLY

Date Request Received: 7/1/18 Date Response Provided: _____

SEE INSTRUCTIONS BELOW

Name: Roni Pluskalowsh
Address: 14 Lincolnshire Drive
Manalapan, NJ 07726
Telephone (908) 596-1171

Information Requested:

- ☒ Police Accident Report
Incident Number: 0
Name of Driver/Date/Location _____
- ☒ Other [specify] Fire at home
Police Report Number 17MN20883

A request for a copy of Government Records should be submitted on this form which has been adopted by the Custodian of Records for requests related to Police Department Records. Some records will be immediately available during normal business hours. Some records will require time to locate and to make the copies requested, but will normally be available during normal business hours and within seven (7) business days. If any document or copy which has been requested is not a public record or cannot be provided within the seven (7) business days, you will be provided with a response with that information within the seven (7) business days. Some records requested have specific fees or other response times established by statute. There is no fee involved in simply inspecting a document during normal business hours. This request may be filed electronically.

In general:

- Except as otherwise provided by law or regulation, the fee assessed for the duplication of a printed record shall be: \$0.05 per letter size page, \$0.07 per legal page; if copies of police accident reports are requested other than in person, an additional fee of up to \$5.00 may be added to cover the administrative cost of the report.
- Where a request is for a copy in a format other than a photocopy, reasonable efforts will be made to provide the information in the format requested. The cost will be based on the costs of producing the format requested.
- Where a legal determination must be made as to whether records are "public records" as provided by law, the request will be reviewed by the Municipal Attorney.

The term "public records" generally includes those records determined to be public in accordance with N.J.S.A.47:1A-1. The term does not include employee personnel files, police investigation records, or other matters in which there is a right of privacy or confidentiality or which is specifically exempted by law.

The Applicant hereby acknowledges receipt of a copy of this form with the date on which the information is expected to be available and the estimated cost. The applicant hereby certifies that he or she has not been convicted of any indictable offense under the laws of this State, any other state or the United States and is not seeking government records containing personal information pertaining to the victim or the victim's family as provided by N.J.S.A. 47:1A-1 et seq.

This form, when signed by the municipal official shall constitute a receipt for any deposit received.

The information requested will be ready on _____

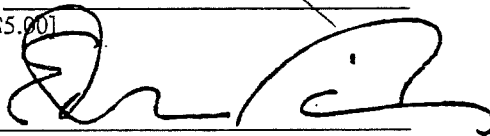
Estimated Number of Pages _____

Estimated Cost _____

Deposit

[required where the anticipated cost of reproduction exceeds \$5.00]


Applicant


Municipal Official

Date: 9/1/17

Date: 9/6/17

PUBLIC RECORDS REQUEST RESPONSE

TO : _____

DATE : _____

The document or documents listed below and requested by you are not being provided because the document or documents are not public records as provided by law, for the following reason:

You have a right to appeal the decision that the document or documents are not public records. You may take your appeal to the Government Records Council or to the New Jersey Superior Court, as provided by N.J.S.A. 47:1A-1 et seq.. If your request has been denied, a statement of the procedures for the appeal will be attached.

Date: _____

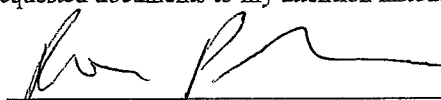
Municipal Custodian of Records

ACKNOWLEDGMENT

I hereby acknowledge that I have received the documents requested except for any documents specifically listed above on which a determination has been made that the documents will not be provided. If any documents have not been provided, I have received information on the procedures for any appeal of the determination.

_____ I hereby authorize the Township to mail the requested documents to my attention instead of picking up the documents in person

Date: 9/1/17


Applicant

WILENTZ

Attorneys at Law

JOHN ANZALONE, ESQ.

T: 732.855.6021
F: 732.726.6689
janzalone@wilentz.com

90 Woodbridge Center Drive
Suite 900 Box 10
Woodbridge, NJ 07095-0958
732.636.8000

mailed
9-12-17

September 6, 2017

Manalapan Township Police Department
120 Route 522 & Taylors Mills Road
Manalapan, New Jersey 07726
Attention: Records Department

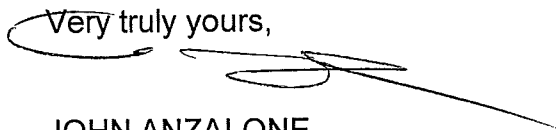
Re: *Maria Muller*
D/I: 01/31/15
Case Number/Incident Number: 15MN02458
Officer Badge #146

Dear Sir/ Madam:

Please be advised that this office represents Maria Muller with respect to injuries sustained as the result of an Incident that occurred on January 31, 2015 at Bonefish Grill located at 55 US Route 9, Manalapan, New Jersey. Kindly provide my office with a complete copy of the police report/investigation report in regard to the above captioned matter including but not limited to scene diagrams, investigation documents and any and all photographs taken at the scene of this incident. Upon notification from you as to any fee, payment shall be forwarded promptly. If you have any questions or comments, please do not hesitate to contact me.

Thank you for your attention to this matter.

Very truly yours,



JOHN ANZALONE

JA/ew

\$11 -

TOWNSHIP OF MANALAPAN

MUNICIPAL BUILDING
120 ROUTE 522
MANALAPAN, NEW JERSEY 07726

REQUEST FOR ACCESS TO POLICE DEPARTMENT RECORDS FOR MUNICIPAL USE ONLY

Date Request Received: _____ Date Response Provided: 9/15/17

SEE INSTRUCTIONS BELOW

Name: Rudolph & Associates
Address: 223 Route 185, Suite 108, East Brunswick, NJ 08816
Telephone () 732-659-6961

Information Requested:

☐ Police Accident Report

Incident Number: _____

Name of Driver/Date/Location

Accident 9/8 - 9/14/17

☐ Other [specify] _____

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The term "public records" generally includes those records determined to be public in accordance with N.J.S.A.47:1A-1. The term does not include employee personnel files, police investigation records, or other matters in which there is a right of privacy or confidentiality or which is specifically exempted by law.

The Applicant hereby acknowledges receipt of a copy of this form with the date on which the information is expected to be available and the estimated cost. The applicant hereby certifies that he or she has not been convicted of any indictable offense under the laws of this State, any other state or the United States and is not seeking government records containing personal information pertaining to the victim or the victim's family as provided by N.J.S.A. 47:1A-1 et seq.

This form, when signed by the municipal official shall constitute a receipt for any deposit received.

The information requested will be ready on _____

Estimated Number of Pages _____

Estimated Cost _____

Deposit

[required where the anticipated cost of reproduction exceeds \$5.00]

[Signature]
Applicant

[Signature]
Municipal Official

Date: _____

Date: 9/15/17

PUBLIC RECORDS REQUEST RESPONSE

TO : _____

DATE : _____

The document or documents listed below and requested by you are not being provided because the document or documents are not public records as provided by law, for the following reason:

You have a right to appeal the decision that the document or documents are not public records. You may take your appeal to the Government Records Council or to the New Jersey Superior Court, as provided by N.J.S.A. 47:1A-1 et seq.. If your request has been denied, a statement of the procedures for the appeal will be attached.

Date: _____

Municipal Custodian of Records

ACKNOWLEDGMENT

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_____ I hereby authorize the Township to mail the requested documents to my attention instead of picking up the documents in person

Date: _____

Applicant

TOWNSHIP OF MANALAPAN

MUNICIPAL BUILDING
120 ROUTE 522
MANALAPAN, NEW JERSEY 07726

**REQUEST FOR ACCESS TO
POLICE DEPARTMENT RECORDS**
FOR MUNICIPAL USE ONLY

Date Request Received: _____ Date Response Provided: 9/15/17

SEE INSTRUCTIONS BELOW

Name: Vincent R. Glorisi, Esq
Address: 1816 Englishman Road
Old Bridge, NJ 08857
Telephone (732) 1251-3333

Information Requested:**Police Accident Report**

Incident Number: _____

Name of Driver/Date/Location: _____

☐**Other [specify]**Accident 9/8 - 9/14/17

A request for a copy of Government Records should be submitted on this form which has been adopted by the Custodian of Records for requests related to Police Department Records. Some records will be immediately available during normal business hours. Some records will require time to locate and to make the copies requested, but will normally be available during normal business hours and within seven (7) business days. If any document or copy which has been requested is not a public record or cannot be provided within the seven (7) business days, you will be provided with a response with that information within the seven (7) business days. Some records requested have specific fees or other response times established by statute. There is no fee involved in simply inspecting a document during normal business hours. This request may be filed electronically.

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Applicant

Municipal Official

Date: _____

Date: 9/15/17

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TO: _____

DATE: _____

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Municipal Custodian of Records

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Date: _____

Applicant

TOWNSHIP OF MANALAPAN

MUNICIPAL BUILDING

120 ROUTE 522

MANALAPAN, NEW JERSEY 07726

REQUEST FOR ACCESS TO POLICE DEPARTMENT RECORDS FOR MUNICIPAL USE ONLY

Date Request Received: 9/12/17 Date Response Provided: _____

SEE INSTRUCTIONS BELOW

Name: JOSEPH TRINGALI
Address: 70 STRATFORD DRIVE
MANALAPAN, NJ 07726
Telephone (17) 796-3916

Information Requested:

☒ Police Accident Report

Incident Number: _____

Name of Driver/Date/Location _____

☐ Other [specify] _____

A request for a copy of Government Records should be submitted on this form which has been adopted by the Custodian of Records for requests related to Police Department Records. Some records will be immediately available during normal business hours. Some records will require time to locate and to make the copies requested, but will normally be available during normal business hours and within seven (7) business days. If any document or copy which has been requested is not a public record or cannot be provided within the seven (7) business days, you will be provided with a response with that information within the seven (7) business days. Some records requested have specific fees or other response times established by statute. There is no fee involved in simply inspecting a document during normal business hours. This request may be filed electronically.

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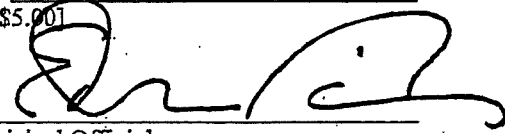
Estimated Number of Pages _____

Estimated Cost _____

Deposit

[required where the anticipated cost of reproduction exceeds \$5.00]


Applicant


Municipal Official

Date: 9/12/17

Date: 9-18-17

PUBLIC RECORDS REQUEST RESPONSE

TO : _____

DATE : _____

The document or documents listed below and requested by you are not being provided because the document or documents are not public records as provided by law, for the following reason:

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Date: _____

Municipal Custodian of Records

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Date: _____

Applicant

TOWNSHIP OF MANALAPAN

MUNICIPAL BUILDING
120 ROUTE 522
MANALAPAN, NEW JERSEY 07726

REQUEST FOR ACCESS TO
POLICE DEPARTMENT RECORDS
FOR MUNICIPAL USE ONLY

Date Request Received: _____ Date Response Provided: 9/19/17

SEE INSTRUCTIONS BELOW

Name: Metropolitan Reporting Bureau
Address: P.O. Box 926 William Penn Annex
Philadelphia PA 19105-0926
Telephone [Home] () _____
Telephone [Work] () 1800-245-6686

Information Requested: INCIDENT Occurred on: 09/14/17
[] Police Accident Report Location: 336 US 9 MANALAPAN TOWNSHIP
Involving: ROSEN IRENE
Incident Number: Report#: 17NN22981
Name of Driver/Date/Location _____

[] Other [specify] _____

A request for a copy of Government Records should be submitted on this form which has been adopted by the Custodian of Records for requests related to Police Department Records. Some records will be immediately available during normal business hours. Some records will require time to locate and to make the copies requested, but will normally be available during normal business hours and within seven (7) business days. If any document or copy which has been requested is not a public record or cannot be provided within the seven (7) business days, you will be provided with a response with that information within the seven (7) business days. Some records requested have specific fees or other response times established by statute. There is no fee involved in simply inspecting a document during normal business hours. This request may be filed electronically.

In general:

- Except as otherwise provided by law or regulation, the fee assessed for the duplication of a printed record shall be: first page to tenth page, \$0.75 per page; eleventh page to twentieth page, \$0.50 per page; all pages over twenty, \$0.25 per page; for a police accident report there is an additional fee when the request is not made in person of \$5.00 for the first 3 pages and \$1.00 for each additional page, as provided by N.J.S.A. 39:4-131.
- Where a request is for a copy in a format other than a photocopy, reasonable efforts will be made to provide the information in the format requested. The cost will be based on the costs of producing the format requested.
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The information requested will be ready on _____

Estimated Number of Pages _____

Estimated Cost _____

Deposit

[required where the anticipated cost of reproduction exceeds \$5.00] _____

X 09/15/17

Applicant

Municipal Official

X Date: _____

Date: _____

PUBLIC RECORDS REQUEST RESPONSE

TO: _____

DATE: _____

The document or documents listed below and requested by you are not being provided because the document or documents are not public records as provided by law, for the following reason:

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Date: _____

Municipal Custodian of Records

ACKNOWLEDGMENT

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_____ I hereby authorize the Township to mail the requested documents to my attention instead of picking up the documents in person

X Date: 09/15/17

X Applicant

696

TOWNSHIP OF MANALAPAN

MUNICIPAL BUILDING
120 ROUTE 522
MANALAPAN, NEW JERSEY 07726
E-MAIL: clerk@mtnj.org
FAX: 732-446-5796

REQUEST FOR ACCESS TO GOVERNMENT RECORDS FOR MUNICIPAL USE ONLY

Date Received: 9/20/17 Date of Response: 9/22/17
SEE INSTRUCTIONS ON THE OTHER SIDE

Name:

Cailin Bradley

Address:

Dynamic Traffic, LLC

1904 Main Street

Lake Como, NJ 08719

Required E-Mail: cbradley@dynamic-traffic.com

Telephone [Home] () _____ Unlisted? Yes _____ No _____
Telephone [Work] (732) 681 0760

Information Requested:(must be specific)

Our office would like to request complete
accident reports for the past three years
(September 2014 - Present day for the following
5 intersections:

- Millhurst Rd & Village Rd
- Millhurst Rd & Covenhoven Rd
- Millhurst Rd & Cannonero Blvd
- Millhurst Rd & Whitlock Court
- Millhurst Rd & Andee Plaza Driveway

Information on a Specific Property

Address _____

Block _____ Lot _____

A request for access to or for a copy of Government Records should be submitted on this form which has been adopted by the Municipal Clerk as the Custodian of Records. Some records will be immediately available during normal business hours. Some records will require time to compile and to make the copies requested, but will normally be available during normal business hours and within seven (7) business days. If any document or copy which has been requested is not a public record or cannot be provided within the seven (7) business days, you will be provided with a response with that information within the seven (7) business days. Some records requested have specific fees or other response times established by statute. There is no fee involved in simply inspecting a document during normal business hours. This request may be filed electronically. In general:

- Immediate access is ordinarily available for to budgets, bills, vouchers, contracts, including collective negotiations agreements and individual employment contracts, and public employee salary and overtime information. Minutes of public meetings will be generally available immediately after the minutes have been approved.
- Records which are not readily available or which will require a search of records will be made available as soon as possible and the applicant will be provided with an interim report within seven [7] business days indicating the time which will be required to provide the records.
- Except as otherwise provided by law or regulation, the fee assessed for the duplication of a printed record shall be \$0.05 per letter size page or smaller; and \$0.07 per legal size page or larger.

On September 10, 2010 Governor Christie signed legislation that changed OPRA's copy fee provision at N.J.S.A. 47:1A-5.b. Said provision of OPRA has since been amended to provide that: "[a] copy or copies of a government record may be purchased by any person upon payment of the fee prescribed by law or regulation."

- Where a request is for a copy in a format other than a photocopy, reasonable efforts will be made to provide the information in the format requested. The cost will be based on the costs of producing the format requested.
- Where a legal determination must be made as to whether records are "public records" as provided by law, the request will be reviewed by the Municipal Attorney.

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Estimated Number of Pages _____

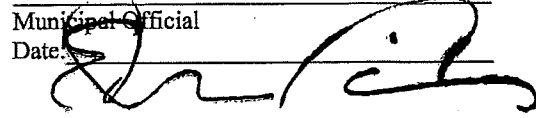
Estimated Cost _____

Deposit

[required where the anticipated cost of reproduction exceeds \$5.00] _____


Applicant

Date: 9/8/17

Municipal Official
Date: 

TOWNSHIP OF MANALAPAN

MUNICIPAL BUILDING
120 ROUTE 522
MANALAPAN, NEW JERSEY 07726

REQUEST FOR ACCESS TO POLICE DEPARTMENT RECORDS FOR MUNICIPAL USE ONLY

Date Request Received: 9/18/2017 Date Response Provided: 9/18/2017

SEE INSTRUCTIONS BELOW

Name: MASSIMO NIELLO
Address: 152 SHINNECOCLE DR
MANALAPAN NJ 07726
Telephone (908) 217-2218

Information Requested:

- ☐ Police Accident Report
Incident Number: 17MN20942
Name of Driver/Date/Location MASSIMO NIELLO
- ☐ Other [specify] _____

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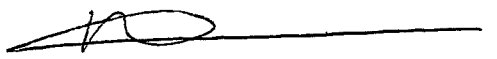
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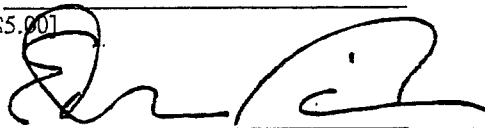
Estimated Cost _____

Deposit

[required where the anticipated cost of reproduction exceeds \$5.00]



Applicant



Municipal Official

Date: 9/18/17

Date: 9-25-17

PUBLIC RECORDS REQUEST RESPONSE

TO : _____

DATE : _____

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Municipal Custodian of Records

ACKNOWLEDGMENT

I hereby acknowledge that I have received the documents requested except for any documents specifically listed above on which a determination has been made that the documents will not be provided. If any documents have not been provided, I have received information on the procedures for any appeal of the determination.

_____ I hereby authorize the Township to mail the requested documents to my attention instead of picking up the documents in person

Date: _____

Applicant

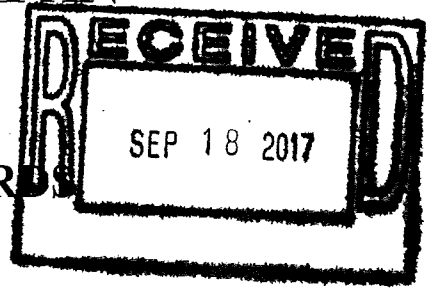
TOWNSHIP OF MANALAPAN

MUNICIPAL BUILDING

120 ROUTE 522

MANALAPAN, NEW JERSEY 07726

REQUEST FOR ACCESS TO POLICE DEPARTMENT RECORDS FOR MUNICIPAL USE ONLY



Date Request Received: _____ Date Response Provided: _____

SEE INSTRUCTIONS BELOW

Name: Scott Franklin Jeanne Franklin
Address: 67 Stratford Drive Manalapan NJ
Telephone: (732) 770 5815

Information Requested:

☐ Police Accident Report

Incident Number: _____

Name of Driver/Date/Location: _____

☐ Other [specify] _____

A request for a copy of Government Records should be submitted on this form which has been adopted by the Custodian of Records for requests related to Police Department Records. Some records will be immediately available during normal business hours. Some records will require time to locate and to make the copies requested, but will normally be available during normal business hours and within seven (7) business days. If any document or copy which has been requested is not a public record or cannot be provided within the seven (7) business days, you will be provided with a response with that information within the seven (7) business days. Some records requested have specific fees or other response times established by statute. There is no fee involved in simply inspecting a document during normal business hours. This request may be filed electronically.

In general:

- Except as otherwise provided by law or regulation, the fee assessed for the duplication of a printed record shall be: \$0.05 per letter size page, \$0.07 per legal page; if copies of police accident reports are requested other than in person, an additional fee of up to \$5.00 may be added to cover the administrative cost of the report.
- Where a request is for a copy in a format other than a photocopy, reasonable efforts will be made to provide the information in the format requested. The cost will be based on the costs of producing the format requested.
- Where a legal determination must be made as to whether records are "public records" as provided by law, the request will be reviewed by the Municipal Attorney.

The term "public records" generally includes those records determined to be public in accordance with N.J.S.A.47:1A-1. The term does not include employee personnel files, police investigation records, or other matters in which there is a right of privacy or confidentiality or which is specifically exempted by law.

The Applicant hereby acknowledges receipt of a copy of this form with the date on which the information is expected to be available and the estimated cost. The applicant hereby certifies that he or she has not been convicted of any indictable offense under the laws of this State, any other state or the United States and is not seeking government records containing personal information pertaining to the victim or the victim's family as provided by N.J.S.A. 17:1A-1 et seq.

This form, when signed by the municipal official shall constitute a receipt for any deposit received.

The information requested will be ready on _____

Estimated Number of Pages _____

Estimated Cost _____

Deposit

[required where the anticipated cost of reproduction exceeds \$5.00]

Applicant

Municipal Official

Date:

9/18/17

Date:

9-27-17

PUBLIC RECORDS REQUEST RESPONSE

TO : _____

DATE : _____

The document or documents listed below and requested by you are not being provided because the document or documents are not public records as provided by law, for the following reason:

16MN25862, 16MN34284, 17MN22035
17MN22036, 17MN22098, 17MN23054

*The OPRA request is denied/"cannot comply"
in accordance with N.J.S.A. 47:1A-9(b)*

You have a right to appeal the decision that the document or appeal to the Government Records Council or to the New Jersey Superior Court, as provided by N.J.S.A. 47:1A-1 et seq.. If your request has been denied, a statement of the procedures for the appeal will be attached.

Date: _____

Municipal Custodian of Records

ACKNOWLEDGMENT

I hereby acknowledge that I have received the documents requested except for any documents specifically listed above on which a determination has been made that the documents will not be provided. If any documents have not been provided, I have received information on the procedures for any appeal of the determination.

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Date: _____

Applicant

TOWNSHIP OF MANALAPAN

MUNICIPAL BUILDING
120 ROUTE 522
MANALAPAN, NEW JERSEY 07726

REQUEST FOR ACCESS TO POLICE DEPARTMENT RECORDS FOR MUNICIPAL USE ONLY

Date Request Received: _____ Date Response Provided: 9/25/17

SEE INSTRUCTIONS BELOW

Name: Rudolph & Associates
Address: 223 Route 185, Suite 108, East Brunswick, NJ 08816
Telephone () 732-659-6961

Information Requested:

☐ Police Accident Report

Incident Number: _____

Name of Driver/Date/Location: _____

☐ Other [specify] Accident 9/15 - 9/21/17

A request for a copy of Government Records should be submitted on this form which has been adopted by the Custodian of Records for requests related to Police Department Records. Some records will be immediately available during normal business hours. Some records will require time to locate and to make the copies requested, but will normally be available during normal business hours and within seven (7) business days. If any document or copy which has been requested is not a public record or cannot be provided within the seven (7) business days, you will be provided with a response with that information within the seven (7) business days. Some records requested have specific fees or other response times established by statute. There is no fee involved in simply inspecting a document during normal business hours. This request may be filed electronically.

In general:

- Except as otherwise provided by law or regulation, the fee assessed for the duplication of a printed record shall be: \$0.05 per letter size page, \$0.07 per legal page; if copies of police accident reports are requested other than in person, an additional fee of up to \$5.00 may be added to cover the administrative cost of the report.
- Where a request is for a copy in a format other than a photocopy, reasonable efforts will be made to provide the information in the format requested. The cost will be based on the costs of producing the format requested.
- Where a legal determination must be made as to whether records are "public records" as provided by law, the request will be reviewed by the Municipal Attorney.

The term "public records" generally includes those records determined to be public in accordance with N.J.S.A.47:1A-1. The term does not include employee personnel files, police investigation records, or other matters in which there is a right of privacy or confidentiality or which is specifically exempted by law.

The Applicant hereby acknowledges receipt of a copy of this form with the date on which the information is expected to be available and the estimated cost. The applicant hereby certifies that he or she has not been convicted of any indictable offense under the laws of this State, any other state or the United States and is not seeking government records containing personal information pertaining to the victim or the victim's family as provided by N.J.S.A. 47:1A-1 et seq.

This form, when signed by the municipal official shall constitute a receipt for any deposit received.

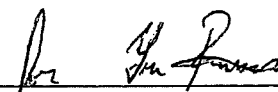
The information requested will be ready on _____

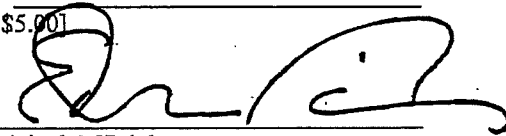
Estimated Number of Pages _____

Estimated Cost _____

Deposit

[required where the anticipated cost of reproduction exceeds \$5.00]


Applicant


Municipal Official

Date: _____

Date: 9/25/17

PUBLIC RECORDS REQUEST RESPONSE

TO : _____

DATE : _____

The document or documents listed below and requested by you are not being provided because the document or documents are not public records as provided by law, for the following reason:

You have a right to appeal the decision that the document or documents are not public records. You may take your appeal to the Government Records Council or to the New Jersey Superior Court, as provided by N.J.S.A. 47:1A-1 et seq.. If your request has been denied, a statement of the procedures for the appeal will be attached.

Date: _____

Municipal Custodian of Records

ACKNOWLEDGMENT

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Date: _____

Applicant

JUN - 5 2017

TOWNSHIP OF MANALAPAN

MUNICIPAL BUILDING
120 ROUTE 522
MANALAPAN, NEW JERSEY 07726
FAX: 732-446-5796

REQUEST FOR ACCESS TO GOVERNMENT RECORDS FOR MUNICIPAL USE ONLY

Date Received: _____ Date of Response: 9/25/17
SEE INSTRUCTIONS ON THE OTHER SIDE

Name: The Law Office of Joshua M Kleinman
Joshua M Kleinman, Esq

Address: 225 Gordons Corner Road Ste 15
Manalapan NJ 07726

Telephone [Home] (732) 707 7006 Unlisted? Yes ___ No X
Telephone [Work] (732) 707 7006

Information Requested:(must be specific)

All Police Accident Reports to be picked
up weekly.
9/15 - 9/21/17

Information on a Specific Property

Address _____

Block _____ Lot _____

A request for access to or for a copy of Government Records should be submitted on this form which has been adopted by the Municipal Clerk as the Custodian of Records. Some records will be immediately available during normal business hours. Some records will require time to compile and to make the copies requested, but will normally be available during normal business hours and within seven (7) business days. If any document or copy which has been requested is not a public record or cannot be provided within the seven (7) business days, you will be provided with a response with that information within the seven (7) business days. Some records requested have specific fees or other response times established by statute. There is no fee involved in simply inspecting a document during normal business hours. This request may be filed electronically. In general:

- Immediate access is ordinarily available for to budgets, bills, vouchers, contracts, including collective negotiations agreements and individual employment contracts, and public employee salary and overtime information. Minutes of public meetings will be generally available immediately after the minutes have been approved.
- Records which are not readily available or which will require a search of records will be made available as soon as possible and the applicant will be provided with an interim report within seven [7] business days indicating the time which will be required to provide the records.
- Except as otherwise provided by law or regulation, the fee assessed for the duplication of a printed record shall be \$0.05 per letter size page or smaller; and \$0.07 per legal size page or larger.
On September 10, 2010 Governor Christie signed legislation that changed OPRA's copy fee provision at N.J.S.A. 47:1A-5.b. Said provision of OPRA has since been amended to provide that: "[a] copy or copies of a government record may be purchased by any person upon payment of the fee prescribed by law or regulation."
- Where a request is for a copy in a format other than a photocopy, reasonable efforts will be made to provide the information in the format requested. The cost will be based on the costs of producing the format requested.
- Where a legal determination must be made as to whether records are "public records" as provided by law, the request will be reviewed by the Municipal Attorney.

The term "public records" generally includes those records determined to be public in accordance with *N.J.S.A. 47:1A-1*. The term does not include employee personnel files, police investigation records, public assistance files or other matters in which there is a right of privacy or confidentiality or inter-agency or intra-agency advisory, consultative, or deliberative material or other material which is specifically exempted by law.

The Applicant hereby acknowledges receipt of a copy of this form with the date on which the information is expected to be available and the estimated cost. The applicant hereby certifies that he or she has not been convicted of any indictable offense under the laws of this State, any other state or the United States and is not seeking government records containing personal information pertaining the victim or the victim's family as provided by *N.J.S.A. 47:1A-1 et seq.*

This form, when signed by the municipal official shall constitute a receipt for any deposit received.

The information requested will be ready on _____

Estimated Number of Pages _____

Estimated Cost _____

Deposit

[required where the anticipated cost of reproduction exceeds \$5.00]

Applicant

Date: _____

Municipal Official

Date: _____

9/25/17

TOWNSHIP OF MANALAPAN

MUNICIPAL BUILDING
120 ROUTE 522
MANALAPAN, NEW JERSEY 07726

REQUEST FOR ACCESS TO POLICE DEPARTMENT RECORDS FOR MUNICIPAL USE ONLY

Date Request Received: _____ Date Response Provided: 9/25/17

SEE INSTRUCTIONS BELOW

Name: Ben Lykowsky, ESQ
Address: 50 US Highway 9 North, STE 202
Meriden CT 07051
Telephone (732) 490-1500

Information Requested:

☐ Police Accident Report

Incident Number: _____

Name of Driver/Date/Location: _____

☐ Other [specify] accidents 9/15 - 9/27/17

A request for a copy of Government Records should be submitted on this form which has been adopted by the Custodian of Records for requests related to Police Department Records. Some records will be immediately available during normal business hours. Some records will require time to locate and to make the copies requested, but will normally be available during normal business hours and within seven (7) business days. If any document or copy which has been requested is not a public record or cannot be provided within the seven (7) business days, you will be provided with a response with that information within the seven (7) business days. Some records requested have specific fees or other response times established by statute. There is no fee involved in simply inspecting a document during normal business hours. This request may be filed electronically.

In general:

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[required where the anticipated cost of reproduction exceeds \$5.00]

Applicant

Municipal Official

Date: _____

Date: 9/25/17

PUBLIC RECORDS REQUEST RESPONSE

TO: _____

DATE: _____

The document or documents listed below and requested by you are not being provided because the document or documents are not public records as provided by law, for the following reason:

You have a right to appeal the decision that the document or documents are not public records. You may take your appeal to the Government Records Council or to the New Jersey Superior Court, as provided by N.J.S.A. 47:1A-1 et seq.. If your request has been denied, a statement of the procedures for the appeal will be attached.

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Municipal Custodian of Records

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Applicant

TOWNSHIP OF MANALAPAN

MUNICIPAL BUILDING
120 ROUTE 522
MANALAPAN, NEW JERSEY 07726

**REQUEST FOR ACCESS TO
POLICE DEPARTMENT RECORDS**
FOR MUNICIPAL USE ONLY

Date Request Received: _____ Date Response Provided: 9/25/17

SEE INSTRUCTIONS BELOW

Name: Vincent R. Glorisi, Esq.
Address: 18116 Englishtown Road
Old Bridge, NJ 08857
Telephone (732) 1251-3333

Information Requested:

☒ Police Accident Report
Incident Number: _____
Name of Driver/Date/Location: _____

[] Other [specify] accident 9/15 - 9/21/17

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Estimated Cost _____

Deposit

[required where the anticipated cost of reproduction exceeds \$5.00]

Applicant _____

Municipal Official _____

Date: _____

Date: 9/25/17

PUBLIC RECORDS REQUEST RESPONSE

TO: _____

DATE: _____

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Municipal Custodian of Records

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Date: _____

Applicant _____