



Borough of Roselle OPEN PUBLIC RECORDS ACT REQUEST FORM

www.boroughofroselle.com

(908) 259-3010 & (908) 259-9508 (Fax)

opras@boroughofroselle.com

Lisette Sanchez, RMC



Important Notice

The last page of this form contains important information related to your rights concerning government records. Please read it carefully.

Requestor Information - Please Print

First Name Frat haw MI _____ Last Name _____

E-mail Address _____

Mail Address _____

City _____ State _____ Zip _____

Telephone _____ FAX _____

Preferred Delivery: Pick Up _____ US Mail _____ On-Site Inspect _____ Fax _____ E-Mail X

Under penalty of N.J.S.A. 2C:28-3, I certify that

1. I ☐ **HAVE** / ☐ **HAVE NOT** been convicted of any indictable offense under the laws of New Jersey, any Other state, or the United States;
2. I, or another person, ☐ **WILL** / ☐ **WILL NOT** use the requested government records for a commercial Purpose;
3. I ☐ **AM** / ☐ **AM NOT** seeking records in connection with a legal proceeding.

Signature _____ Date _____

Payment Information

Maximum Authorization Cost \$ _____

Select Payment Method

Cash _____ Check _____ Money Order _____

Fees: Letter size pages - \$0.05 per page
Legal size pages - \$0.07 per page
Other materials (CD, DVD, etc) - actual cost of material

Delivery: Delivery / postage fees additional depending upon delivery type.

Extras: Special service charge dependent upon request.

Record Request Information: Please be as specific as possible in describing the records being requested. Also, please note that your preferred method of delivery will only be accommodated if the custodian has the technological means and the integrity of the records will not be jeopardized by such method of delivery.

Note: If you confirmed above that the records sought are in connection with a legal proceeding, identification of that proceeding is required below.

Please see the attached

AGENCY USE ONLY

Est. Document Cost _____
Est. Delivery Cost _____
Est. Extras Cost _____
Total Est. Cost _____
Deposit Amount _____
Estimated Balance _____
Deposit Date _____

AGENCY USE ONLY

Disposition Notes
Custodian: If any part of request cannot be delivered in seven business days, detail reasons here

DUE: 3/20/26

In Progress - Open _____
Denied - Closed _____
Filled - Closed 3/17/26
Partial - Closed _____

AGENCY USE ONLY

Tracking Information

Tracking # 031126-1
Rec'd Date _____
Ready Date _____
Total Pages _____

Final Cost

Total _____
Deposit _____
Balance Due _____
Balance Paid _____

Records Provided

Custodian Signature _____

Date _____

OPRA # 031126 - 1

From: fratlaw <opra+request-88287-7c84757d@requests.opramachine.com>
Sent: Monday, March 9, 2026 8:40 PM
To: Lisette Sanchez
Subject: OPRA request - Request for brief

CAUTION: This email originated from outside the organization. Do not click on links, open attachments, or respond unless you recognize the sender and can validate the content is safe.

Dear Records Custodian,

Please accept this electronic request for government records made pursuant to the New Jersey Open Public Records Act ("OPRA"), N.J.S.A. 47:1A-1 et seq., and the common law right of access.

As established under N.J.S.A. 47:1A-6(f), a requestor is not required to complete a specific agency form or utilize a particular software platform. An email request containing the information required by the

agency's adopted form constitutes a valid OPRA request.

For purposes of OPRA eligibility:

- I have not been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States.
- I will not use the requested government records for a commercial purpose.
- I am not seeking these records in connection with any pending legal proceeding.

Records Requested

RECEIVED
2026 MAR 11 A 10:41
BOROUGH OF ROSELLE
OFFICE OF THE BOROUGH CLERK

I am seeking any records maintained, received, or transmitted by the Borough of Roselle relating to its appeal of the Civil Service Commission decision in the matter of:

In the Matter of Stacey Williams, Roselle Police Department

Civil Service Commission Docket No. 2026-605

Final Administrative Action issued December 17, 2025

This decision ordered, among other relief, the reinstatement of Chief Stacey Williams and related remedies, after prior disciplinary removals were modified or reversed by the Civil Service Commission.

Specifically, I request copies of any filings or appellate submissions prepared by or on behalf of the Borough of Roselle in connection with judicial review of that decision in the Superior Court of New Jersey, Appellate Division, including but not limited to:

1. Notices of Appeal filed by or on behalf of the Borough of Roselle.
2. Appellate briefs (initial briefs, reply briefs, or any supplemental briefs) submitted by the Borough or its counsel.
3. Appendices, certifications, or supporting exhibits filed with or prepared for the appeal.
4. Any orders, notices, or correspondence received from the Appellate Division concerning the appeal.

For clarity, this request includes records created by the Borough as well as records received by the Borough or its counsel in the course of official business, including documents transmitted electronically.

Definition of Government Record

Under OPRA, a government record includes:

> “any paper, written or printed book, document... information stored or maintained electronically... that has been made, maintained or kept on file in the course of official business... or that has been received in the course of official business by any officer, commission, agency or authority of the State or of any political subdivision thereof...”

> — N.J.S.A. 47:1A-1.1

Therefore, appellate briefs, appendices, notices of appeal, and related legal filings maintained by or received by the Borough or its counsel constitute government records subject to disclosure unless specifically exempt.

Format of Production

I request that responsive records be provided electronically via email attachment, where available.

If any portion of a record is deemed exempt, please:

1. Redact only the exempt portion, and
2. Provide the remainder of the record along with the specific statutory citation supporting the redaction or denial.

Custodian Forwarding Requirement:

If you are not the proper custodian of these records, please forward this request to the appropriate custodian pursuant to N.J.S.A. 47:1A-5(h) and advise me of the responsible office.

Please confirm receipt of this request.

Respectfully,

FratLawzOPRA

fratlawzopra@gmail.com

Please deliver records electronically via email to the below UNIQUE address for all replies to this request:

opra+request-88287-7c84757d@requests.opramachine.com

Is lsanchez@boroughofroselle.com the wrong address for OPRA requests to Roselle Borough? If so, please contact us using this form:

https://opramachine.com/change_request/new?body=roselle_borough

Disclaimer: This message and any reply that you make will be published on the internet. Our privacy and copyright policies:

<https://opramachine.com/help/officers>

View this OPRA request & responses online:

https://opramachine.com/request/request_for_brief

Please note that in some cases publication of requests and responses will be delayed.

If you find this service useful as an OPRA custodian, please ask your web manager to link to us from your organisation's website.

"OPRAMachine's mission is to give people easy and affordable access to New Jersey public records.

For more information, contact us at: (732) 707-1628 or PO Box 3180, New Brunswick, NJ 08903."
