

COMMISSIONERS' COURT AGENDA REQUEST

**PLEASE FURNISH ONE ORIGINAL AND TEN COPIES OF THIS REQUEST AND DOCUMENTS
TO BE REVIEWED BY THE COURT.**

MADE BY: _____

Office: _____

MEETING DATE: _____

TIME PREFERRED: _____

SUBJECT: (Please Be Specific)

EXECUTIVE SESSION REQUESTED: (PLEASE STATE REASON): _____

NAME OF PERSON ADDRESSING COURT: _____

ESTIMATED LENGTH OF PRESENTATION: _____

IF PERSONNEL MATTER - NAME OF EMPLOYEE _____

Time for submitting this request for Court to assure that the matter is posted in accordance with Title 5, Chapter 551 and 552, Government Code, is as follows:

Meeting schedule for Mondays: 5:00 P.M. previous Tuesday

THIS REQUEST RECEIVED BY: _____

THIS REQUEST RECEIVED ON: _____ @ _____

All Agenda Requests will be screened by the County Judge's Office to determine if adequate information has been prepared for the Court's formal consideration and action at time of Court Meetings. Your cooperation will be appreciated and contribute towards your request being addressed at the earliest opportunity. See Agenda Request Rules Adopted by Commissioners' Court, Court Order No. 25722.

Make sure any and all back up material is attached to this form.