

EXHIBIT A

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December 9, 2014

Harrison County Sheriff's Office
P.O. Box 1480
Gulfport, MS 39502

RE: Public Records Request

To Whom It May Concern:

The American Civil Liberties Union and the American Civil Liberties Union Foundation (collectively "ACLU")¹ and the American Civil Liberties Union of Mississippi ("ACLU-MS")² submit this request pursuant to the Mississippi Public Records Act of 1983 ("PRA"), Miss. Code Ann. § 25-61, for records concerning the jailing of individuals for nonpayment of fines, fees, costs, and/or restitution [hereinafter "legal financial obligations"] by order of the Gulfport Municipal Court and the Biloxi Municipal Court.

We hereby request copies of the following:

1. All records,³ including but not limited to booking reports, showing the name, gender, date of booking, bond amount (if applicable), sentencing court name, fees/fines/costs to be paid before release (if applicable), date of discharge, dates indicating length of stay, and/or charges associated with each person held in your jail between September 1, 2014 and the date of this request.
2. A document showing the meaning of any codes or abbreviations used in the records provided in response to Request No. 1, above.

¹ The American Civil Liberties Union Foundation is a 501(c)(3) organization that provides legal representation free of charge to individuals and organizations in civil rights and civil liberties cases, educates the public about the civil rights and civil liberties implications of pending and proposed state and federal legislation, provides analyses of pending and proposed legislation, directly lobbies legislators, and mobilizes its members to lobby their legislators. The American Civil Liberties Union is a separate non-profit, 501(c)(4) membership organization that educates the public about the civil liberties implications of pending and proposed state and federal legislation, provides analysis of pending and proposed legislation, directly lobbies legislators, and mobilizes its members to lobby their legislators.

² The American Civil Liberties Union of Mississippi is an ACLU affiliate and seeks to protect the civil liberties and civil rights of all Mississippi residents.

³ The term "records" as used herein includes all records or communications preserved in electronic or written form, including but not limited to, correspondence, documents, data, videotapes, audio tapes, faxes, files, guidance, guidelines, evaluations, instructions, analyses, memoranda, agreements, notes, orders, policies, procedures, protocols, reports, rules, technical manuals, technical specifications, training manuals, or studies.

3. All records used to determine the indigency status of inmates, including but not limited to forms used to determine whether an individual is eligible for court appointment of counsel and forms used to determine whether an individual is entitled to free or reduced price toiletries while in jail.
4. All training materials used to instruct employees of the Harrison County Sheriff's office on how to determine whether an individual charged with probation violation for nonpayment of legal financial obligations is indigent.
5. Records showing the daily cost of housing an inmate in the Harrison County Jail since September 1, 2014.
6. All records setting forth policies, procedures, regulations, or guidelines concerning the incarceration and/or release of inmates jailed by the Harrison County Sheriff's Office due to unpaid legal financial obligations owed to a court.
7. All records created since September 1, 2014:
 - a. documenting the payment of legal financial obligations by people sentenced to jail following probation revocation for non-payment of legal financial obligations, including records showing whether payment was made at the Gulfport Municipal Court, Biloxi Municipal Court, Harrison County Jail, or some other location.
 - b. constituting communication between the Harrison County Jail and/or the Harrison County Sheriff's Office, and either the Gulfport Municipal Court or the Biloxi Municipal Court about individuals in the Harrison County Jail who paid off their legal financial obligations and became eligible for release.
 - c. documenting the release of inmates from the Harrison County Jail due to payment of legal financial obligations owed to either the Gulfport Municipal Court or the Biloxi Municipal Court.
 - d. documenting the amount by which an individual's legal financial obligations to either the Gulfport Municipal Court or Biloxi Municipal Court were reduced due to the application of credit for serving jail time, including any records addressing the amount of the balance reduced for each day served.

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- e. informing Harrison County Jail inmates of their current balance of legal financial obligations to either the Gulfport Municipal Court or the Biloxi Municipal Court.

Please send the requested records to:

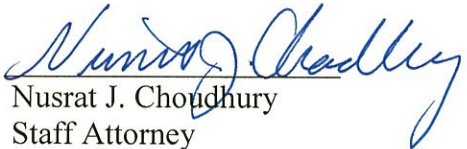
Nusrat Choudhury
American Civil Liberties Union
125 Broad Street, 18th Floor
New York, NY 10004

Please inform us in advance if you expect that the costs of producing the requested documents will exceed \$100. If there are any questions related to this request, please contact Nusrat Choudhury at (212) 519-7876.

Thank you in advance for your assistance.

AMERICAN CIVIL LIBERTIES
UNION FOUNDATION

Sincerely,



Nusrat J. Choudhury
Staff Attorney
Racial Justice Program
American Civil Liberties
Union

Charles Irvin
Staff Attorney
American Civil Liberties
Union of Mississippi