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DATE

VIA FACSIMILE & U.S. MAIL

Administrative Tribunal
Michigan Department of Community Health
P.O. Box 30195
Lansing, Michigan 48909-7695

To Whom It May Concern:

This firm represents client interests in Medicaid Fair Hearings. Accordingly, pursuant to the provisions of the Michigan Freedom of Information Act, 1976 PA 422, MCL 15.231 et seq., and other relevant statutes or provisions of your agency's regulations, I hereby make this request for access to public records.

At this time, please copy and send me any and all hearing decisions pertaining to Mental Health services through the Community Mental Health System from _____ to _____.

If you elect to charge fees, and if these fees exceed \$50 for searching and reproducing the requested materials, please notify the undersigned of the cost prior to fulfilling subject request. If the fees do not exceed \$50, then please complete this request and include an itemized invoice with the copied materials.

We further ask that if all of the requested materials cannot be provided within the five (5) day period mandated by law (effective beginning the business day following this fax), please mail whatever materials can be assembled at the time. If an extension is required, please mail after each 5-day period the materials that can be assembled during that time. We will pay for the costs for these mailings if necessary as under the terms contained herein.

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At all times, if any requested records are discovered but disclosure is denied, please cite the specific exemption(s) which justify your refusal to release the information. Similarly, in the event that you should withhold requested documentation containing both exempt and non-exempt material, we respectfully request that all non-exempt material be disclosed and that the deletion of exempt material be plainly and conspicuously indicated.

In the event that you determine that your agency is not in possession of identical copies of the requested documentation, we respectfully request that you identify any and all other agencies believed to have possession, custody or control of same.

Thank you in advance for your prompt attention to this matter. We look forward to your response within five (5) business days of your receipt of our request as provided by law. Should you have any questions, please do not hesitate to contact me at (248) 731-3080.

Very truly yours,

**Patricia E. Kefalas Dudek
& Associates**

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