

LIBRARY ASSISTANCE TO STATE INSTITUTION (LASI) REQUEST FORM

FORM NUMBER: [REDACTED]

Institution: _____ Date: _____ Librarian's Initials: _____

Name: _____ ID#: _____ Housing: _____

List the legal materials you are requesting: Follow proper citation format:

	<u>Case Name</u>	<u>Volume</u>	<u>Reporter</u>	<u>Page</u>	<u>Year</u>
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____

Do Not Write Below This Line

Date Received: _____ Completed: _____

Date Mailed: _____

Received by: _____ Date: _____

FORWARD Pink & Goldenrod Copies to: MCE LASI Services

Items Not Available: _____

Reasons Items Unavailable

- Reporter Unavailable
- Invalid Request
- Citation and case name do not match _____
- Please See Instruction Sheet
- Other: _____

WHITE - Librarian

CANARY - Inmate Copy

PINK - MCE Return Form

Goldenrod - MCE File