

GUIDELINES FOR REQUESTING OPINIONS FROM CORPORATION COUNSEL

Based on applicable law and practical considerations, the following guidelines should be observed when requesting an opinion from the Corporation Counsel:

1. The request must be submitted in writing and must fully state the question being presented for an opinion.
2. The request must fully state the facts giving rise to the question presented.
3. The request must include a copy of any document that will need to be reviewed and the person making the request will keep the original.
4. The request must identify any information that the requestor is aware of that is relevant to the question presented. This will include any specific administrative codes, guidelines, ordinances, regulations, and statutes and any authorities or other sources consulted and the responses received.
5. The request should be made only after the requestor has given the problem careful consideration and will include the requestor's conclusion regarding the question presented and the reason for that conclusion. A request should not be submitted simply because someone has asked the requestor to submit a request.
6. No request should be submitted unless it relates to the official duties of a Manitowoc County agency, board, commission, committee, department, division, employee, officer, or official. Because Corporation Counsel represents the legal interests of Manitowoc County government, requests seeking advice for the benefit of any business, individual, or other governmental entity are not appropriate.
7. A request should indicate the date by which a response is needed and whether the requestor needs a formal written opinion or if a more informal response (telephone, email, or memo) will be sufficient.
8. The request must be authorized by a department director or the department director's designee, who must be a manager or supervisor. The authorization must be in writing.
9. The request should be reviewed to be sure it is free of factual errors and inconsistencies.
10. If the person making a request believes that an exception is needed to any of these guidelines, the requestor should discuss the circumstances that warrant the exception with an attorney in the Corporation Counsel office.