

# How to Submit a Request for Review

If a member of the public believes that a public body has improperly denied his or her FOIA request, or that a public body has violated OMA in the way that it conducted, or failed to conduct, a public meeting, then the member of the public may submit a Request for Review to the PAC.

In the case of FOIA, the Request for Review is a formal way of asking the PAC to take a look at the original FOIA request, as well as the public body's response, and determine if a FOIA violation has occurred. In the case of OMA, the Request for Review is a formal way of asking the PAC to determine if the actions of the public body in connection with a public meeting violated OMA. (5 ILCS 140/9.5(a); 5 ILCS 120/3.5(a))

The OMA Request for Review must be made in writing, be signed by the requester, and include a summary of the facts supporting the allegation. In a FOIA Request for Review, the member of the public must also include a copy of the original FOIA request and any responses from the public body. (5 ILCS 140/9.5(a), (b); 5 ILCS 120.3.5(a))

A Request for Review must be submitted to the PAC within 60 calendar days after the denial of the FOIA request or the conduct that is alleged to have violated OMA. (5 ILCS 140/9.5(a); 5 ILCS 120/3.5(a))

A Request for Review may be submitted to the PAC by either electronic mail or U.S. Mail. By U.S. Mail, please address it to:

Cara Smith  
Public Access Counselor  
Office of the Attorney General  
500 S. 2nd Street  
Springfield, Illinois 62706

To submit a Request for Review by electronic mail, please e-mail the request to Cara Smith, Public Access Counselor, at: [publicaccess@atg.state.il.us](mailto:publicaccess@atg.state.il.us).

The Request for Review does not need to follow any particular format. If you would like to use a sample FOIA Request form, however, please click [here](#) and for a sample OMA Request for Review form, please click [here](#).