

REQUESTING A WRITTEN OPINION FROM THE COUNTY ATTORNEY

SUMMARY

The County Attorney issues formal legal opinions which bind all Miami-Dade County agencies. Only the Mayor and Board of County Commissioners may request a formal legal opinion from the County Attorney. A formal County Attorney legal opinion is a written memorandum on a particular issue of law of great significance to the County, and should be distinguished from day-to-day legal assistance that is guided by Procedure Number 150.

PROCEDURE

1. Prepare a memo from the Mayor to the County Attorney which has (a) a statement of facts, as specific as possible that fits the situation or issue; and (b) the question or questions which require interpretation. Be as specific as possible.
2. Prepare a separate cover memo to the Mayor which indicates the need for this formal interpretation as well as the ramifications of not obtaining the answer.
3. The Mayor will determine if the formal request is to be made.

CONTACT(S):

Department/Division
Mayor's Office

REFERENCE DOCUMENT(S):

Copies of all County Attorney Opinions are maintained in the library of the County Attorney's Office
Administrative Order 2-2, Requests for Legal Opinion