How to Submit an OMA Request for Review

If a person believes a public body has violated OMA in the way that it conducted, or failed to conduct, a public meeting, then the person may submit an OMA Request for Review (RFR) to the PAC. An OMA RFR 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.

Section 3.5(a) of OMA specifies two things that must be submitted to the PAC to file an RFR of an alleged OMA violation.

1) A **summary of facts that indicate the public body violated OMA**. The allegations(s) must identify one or more specific instances from within the previous 60 days, such as an improper closed session discussion or the posting of inadequate minutes. The only exception is for alleged violations that occurred up to two years beforehand if a person using reasonable diligence could not have discovered the alleged violation within 60 days of the time it occurred but discovered the relevant facts within the previous 60 days. If a submission does not set forth sufficiently detailed facts to indicate that the public body potentially violated OMA, the PAC is unable to take further action.

2) A **signed statement** asking this office to review the alleged violation(s). The signature must be the complainant's true name and not anonymous or a pseudonym. A complainant may type their name at the end of an e-mail to submit an electronic signature.

An OMA RFR may be submitted to the PAC by either electronic mail or U.S. Mail:

Public Access Counselor
Office of the Attorney General
500 S. 2nd Street
Springfield, Illinois 62701
public.access@ilag.gov

The RFR does not need to follow any particular format. However, for those who would like to use one, a sample OMA RFR form is available on the Public Access Counselor's website at **https://illinoisattorneygeneral.gov/Open-And-Honest-Government/PAC/Illinois-Residents/**.