

Committee for Public Counsel Services

Assigned Counsel Manual – Website Update Request Form

All changes and/or amendments must be approved by the SMT prior to submittal. This form is to be used to submit **FINAL** amendments **ONLY** to the Assigned Counsel Manual so we can update the manual on our website. Please fill in completely and submit to ACMupdate@publiccounsel.net.

Contact Information	
First Name	Last Name
Division/Unit	Location
Email Address	Phone Number

Please briefly describe the reason the change is being requested. Please be precise as the reason may be reported to the Committee:

Manual page and paragraph where change is needed. For example: page 5-11, 2nd paragraph. Please include any cross-reference pages/locations and indicate if the index requires updating. NOTE: Substantive changes require approval of the Chief Counsel. Other changes may be submitted by the panel head with responsibility for the chapter:

Does any index need updating: Yes No

Check one: Substantive change to manual Clarification/Edit/Error Correction / Other Non-Substantive change

If any links require update please cut and paste the new link below:

Please cut and paste from the manual on-line the current language and then the new language to replace the current language. The language will appear exactly as it is provided below.

Administration Use Only	
Approved by:	
	Date