



DATE RECEIVED: _____
MATTER ASSIGNED TO: _____

**Request for Legal Assistance  
DCSD Office of Legal Affairs  
ATTORNEY – CLIENT COMMUNICATION**

PLEASE SUBMIT COMPLETED REQUEST FORM TO  
DCSD OFFICE OF LEGAL AFFAIRS.

\*\*\* This request is a confidential communication and should be treated as such \*\*\*

**DESCRIPTION OF REQUEST**

Title of Item/Topic: Legal Review and Approval - Amendment Request  
(e.g., contract review, policy matter, etc.)

Date of request: 4/3/2025 Due Date: 4/8/2025 (3 to 5 business days)

Background information/Detail: **Contract- Renewal - ITB 24- 19 - School Nutrition Paper Products - Southeastern Paper Group, LLC, Renewal # 1 of 4 - Not to Exceed \$3,863,940.00 - SY 25-26.**

**PROCUREMENT DETAILS (if applicable)**

Include details confirming that all applicable DCSD procurement policies and requirements have been adhered to: \_\_\_\_\_

**SUPPORTING DOCUMENTATION**

Please attach/include any additional supporting documentation that are relevant to your request.

Description of supporting documentation, if any \_\_\_\_\_

**REQUIRED AUTHORIZATION**

Requested by: Darlene Y. Hughes, Esq.

Email: darlene\_hughes@dekalbschoolsga.org Telephone: 678-676-1447

Department: Operations Division

Cabinet Member authorizing the request: Erick Hofstetter

**LEGAL APPROVAL**

Approved as to form by the DCSD Office of Legal Affairs?  Yes  No

**-OR- (check one only)**

Approved as to form by Outside Legal Counsel?  Yes  No

\*Referrals to Outside Legal Counsel must be coordinated and approved by the DCSD Legal Dept.  
Approving Attorney (and law firm if Outside Counsel) H. Eric Hilton, Esq.

COI has expired - please obtain updated.

Comments: \_\_\_\_\_ 