CRAGGIO CONSULTING, LLC

VIRGINIA POLITICAL INTELLIGENCE PORTAL

FOIA's for the Norton, VA Islamic Center

FOIA's should be sent to: Jeff Shupe, City Manager - jeffs@nortonva.org

FOIA Requests for the Norton, VA Islamic Center

Ready-made Virginia Freedom of Information Act requests that any Virginia resident can copy, fill in and send. They ask the City of Norton and other agencies for the emails, texts, permits, money records and meeting records behind the planned Islamic center at 702 Park Avenue NW.

13	5	Jan 1, 2025	$200
ready-to-send records requests, plus one deed request to the court clerk	working days the city has to respond under Va. Code § 2.2-3704(B)	start of the date range in every request, running to the day you send it	estimate above which the city may ask for a deposit first

November 25, 2026

Words used in this guide

Term	What it means
FOIA	The Virginia Freedom of Information Act, Code of Virginia § 2.2-3700 and following. It gives Virginia citizens the right to see and get copies of government records.
Va. Code	The Code of Virginia, the state's written laws. You can read every section cited here free at law.lis.virginia.gov.
Public record	Under Va. Code § 2.2-3701, any writing or recording, in any form, "prepared or owned by, or in the possession of a public body or its officers, employees, or agents in the transaction of public business."
Public body	A government body covered by FOIA, such as a city council, a city department, a county or a state agency.
FOIA officer	The person each public body names to receive records requests (Va. Code § 2.2-3704.2).
ILIA	The Islamic Leadership Institute of America, Inc., the Maryland nonprofit, led by Ayman Nassar, that bought 702 Park Avenue NW.
VADOC	The Virginia Department of Corrections, which runs Red Onion and Wallens Ridge state prisons in Wise County.
CAIR	The Council on American-Islamic Relations, a national Muslim advocacy group.
DHCD	The Virginia Department of Housing and Community Development.
B-2	Norton's central business district zoning, which allows churches, schools, offices, lodging and similar uses.
Closed session	The part of a public meeting that a council holds in private, which Virginia law allows only for listed reasons (Va. Code § 2.2-3711).
Redact	To black out part of a record that the law allows to be kept private, while releasing the rest.

Why this guide

Our investigation, The Man Behind 702 Park Avenue, laid out who Ayman Nassar is and what his group plans for downtown Norton. What it couldn't show is what happened inside City Hall. Those answers sit in public records, and any Virginia resident can ask for them.

Here is what the public record already shows about the city's side [1][2][3]:

- On September 21, 2026, Norton's zoning administrator answered a written request for zoning information about 702 Park Avenue NW. At the October 20 council meeting, the mayor said that letter "was not a building permit, site-plan approval, certificate of occupancy or blanket authorization of every aspect of a future project."
- The city manager told Cardinal News that "City administration was aware of the organization's interest in providing youth development and community services" and that it was considering Norton.
- Nassar told Cardinal News that institute officials met with city staff to discuss the planned center and to confirm the zoning fits.

- Norton's building official said the institute "will be required to apply for a change of use building permit if they intend to change the layout of the building," and that he had not received an application as of October 29.
- On October 20, after 19 people spoke, council went into closed session for legal advice. The minutes don't say what the advice was about.

None of that is wrongdoing. It is a paper trail. The requests below ask for it: when the city first heard from the institute, who talked to whom, what was promised or asked for, and what state agencies knew.

This guide does not ask anyone to target people for their religion. The search terms include words like "Islam" and "mosque" because those are the words a clerk needs to find the records about this project. Every request ties those words to this property and this group.

How to file: plain-language steps

1. Make sure you can file. Virginia FOIA gives the right to "citizens of the Commonwealth" and to representatives of newspapers, magazines, radio and TV stations that reach Virginia (Va. Code § 2.2-3704(A)). If you live outside Virginia, ask a Virginia friend to send it. The city may ask for your name and legal address.

2. Pick one or two requests. Don't send all of them yourself, and don't send the same request a dozen times from a dozen people. Duplicate requests make the city search twice, raise costs, and give the city a reason to treat everyone as a nuisance. Talk to your neighbors and split them up: one person takes zoning, another takes council messages, another takes the state prisons.

3. Fill in the blanks. Every request ends with [Your Name], [Your Address] and [Your Phone] / [Your Email]. The fee line has a dollar amount in brackets, [$25]; change it to what you are willing to pay before the city checks with you.

4. Send it by email and keep a copy. For the City of Norton, send it to the city's named FOIA contact (details below). Put the subject line in the email subject. Save the sent email. FOIA doesn't require a written request, but a written one leaves a record.

5. Count the days. The city must respond "promptly, but in all cases within five working days" (Va. Code § 2.2-3704(B)). The city's own page says "Day One" is the day after your request arrives, and weekends and holidays don't count. Within those five days the city must do one of five things: send the records; withhold them in writing, citing the law; send some and withhold some, citing the law; say the records don't exist (and point you to another body that has them, if it knows of one); or say in writing it needs more time. That last answer gives the city seven more working days (Va. Code § 2.2-3704(B)(4)). Not answering at all counts as a denial and a violation of the law (Va. Code § 2.2-3704(E)).

6. Expect a cost estimate. The city can charge its "actual cost" of searching for and copying records, but not overhead (Va. Code § 2.2-3704(F)). Before it searches, it must tell you in writing it may charge and ask whether you want an estimate first. Every request here asks for one. The clock stops while you decide, and if you don't answer within 30 days, the request is treated as withdrawn. If the estimate tops $200, the city may ask for a deposit before it continues (Va. Code § 2.2-3704(H)). Unpaid bills older than 30 days from past requests can hold up new ones (Va. Code § 2.2-3704(I)). Virginia FOIA has no fee-waiver rule, so the waiver line in these requests is a polite ask, not a demand.

7. If the estimate is big, narrow it. Don't argue; trim. Shorten the date range (say, August 1, 2026 forward), drop a few search terms, or ask for one official's messages at a time. Before the city can ask a court for extra time on a very large request, it must make reasonable efforts to reach an agreement with you (Va. Code § 2.2-3704(C)), and its own page says, "Making a FOIA request is not an adversarial process."

8. Expect some redactions. The law lets the city hold back some things, but it must cite the Code section, and if only part of a record is exempt, it must black out that part and give you the rest (Va. Code § 2.2-3704.01). Norton's FOIA page says it commonly withholds: - personnel records (§ 2.2-3705.1(1)) - legal advice and attorney work product (§ 2.2-3705.1(2) and (3)) - vendor proprietary information (§ 2.2-3705.1(6)) - contract negotiation records before a contract is awarded (§ 2.2-3705.1(12))

Two others may come up here: the mayor's "working papers and correspondence" (§ 2.2-3705.7(2)), and security plans whose release would put people at risk (§ 2.2-3705.2(14)). Closed-session minutes don't have to be released (§ 2.2-3712(I)), but the motion to go into closed session and the vote certifying what was discussed are in the open minutes (§ 2.2-3712(A) and (D)).

9. Stay polite and keep a log. Write down the date you sent each request, the date of each reply, any estimate, and what came back. A simple table works:

Request #	Sent to	Date sent	Day 5 (working days)	Reply date	Estimate	Records received	Notes

10. If you're stuck. The Virginia Freedom of Information Advisory Council answers questions free and gives non-binding opinions: foiacouncil@dls.virginia.gov, (804) 225-3056 or toll-free 1-866-448-4100 [4]. If your rights are denied, Va. Code § 2.2-3713 lets you file a petition in general district or circuit court. Talk to a lawyer before you do.

Where to send

Office	FOIA contact	How to reach	Source
City of Norton (council, mayor, city manager, city attorney, zoning, police, fire, finance, utilities)	Jeff Shupe, City Manager	jeffs@nortonva.org; phone 276-679-1160; fax 276-679-3510; mail City of Norton, P.O. Box 618, Norton, VA 24273; in person 618 Virginia Avenue NW	[4]
Norton Treasurer and Commissioner of the Revenue (separately elected offices)	Kristy Wells, Treasurer; Marcus Adkins, Commissioner of the Revenue	KristyW@nortonva.org, 276-679-7246; MarcusA@nortonva.org, 276-679-0031	[5]
Virginia Department of Corrections	Anne-Cabrié Forsythe, FOIA Officer	FOIA@vadoc.virginia.gov; (804) 963-2953; Administrative Compliance Unit, P.O. Box 26963, Richmond, VA 23261	[6]
Wise County	Karen T. Mullins, County Attorney and Interim County Administrator	coatty@wisecounty.org; 276-328-2321; P.O. Box 570, Wise, VA 24293	[7][8]
Clerk of the Circuit Court, Wise County and City of Norton (deeds)	Dezarah J. Hall, Clerk	clerk@courtbar.org; (276) 328-6111; 206 East Main Street, P.O. Box 1248, Wise, VA 24293	[9]

The city's FOIA page names Jeff Shupe, City Manager, at jeffs@nortonva.org as the person to send requests to, the same contact used throughout this guide [4]. The Treasurer and the Commissioner of the Revenue are separately elected officers, so request 10 goes straight to them; if the City Manager's office tells you it holds those records, that works too.

Who represents Norton and Wise County in Richmond. Norton and all of Wise County are in House District 45, represented by Delegate Terry G. Kilgore (Republican), and Senate District 6, represented by Senator Todd E. Pillion (Republican) [10][11][12]. Both held those seats for the whole date range. The 2026 redistricting fight was over congressional maps only, and the Supreme Court of Virginia voided that referendum on May 8, 2026; state House and Senate district lines did not change [13]. We don't include requests to the two legislators themselves, because Va. Code § 2.2-3705.7(2) lets members of the General Assembly withhold their working papers and correspondence. Instead, requests 8, 12 and 13 ask the city, VADOC and the county for their communications with the legislators.

The officials named in the requests. The five council members named in every council request are Mayor Joseph Fawbush, Vice Mayor Mark A. Caruso, Councilman Robert Fultz, Jr., Councilman Stacy Salyers and Councilman Chris Jones, as listed on their council nameplates and on the city's staff directory [5]. Records from a member's time in office stay public records even after he or she leaves council. The city's directory lists outside, non-city email addresses as the contact for two council members [5]. That is why every council request asks the city to search personal accounts used for city business.

The requests

Each request below stands on its own. Copy everything in the box, from the "To:" line to your signature. A plain-text file of all fourteen comes with this guide for easier copying. Request 11 relies on ILIA's own description of its prison program [15].

#	Category	Send to
1	Planning, zoning and land use	Jeff Shupe, City Manager, City of Norton
2	Property sale, deed and real estate (City records)	Jeff Shupe, City Manager, City of Norton
3	Financial: grants, incentives, tax status, utilities and payments	Jeff Shupe, City Manager, City of Norton
4	Council and Mayor communications	Jeff Shupe, City Manager, City of Norton
5	City Manager, City Attorney and staff communications	Jeff Shupe, City Manager, City of Norton
6	Meetings and public comment	Jeff Shupe, City Manager, City of Norton
7	Police and public safety	Jeff Shupe, City Manager, City of Norton
8	State contacts	Jeff Shupe, City Manager, City of Norton
9	Outside parties and news media	Jeff Shupe, City Manager, City of Norton
10	Norton Treasurer and Commissioner of the Revenue	Kristy Wells, Treasurer, City of Norton (KristyW@nortonva.org, 276-679-7246)
11	Virginia Department of Corrections: program and volunteer approvals	Anne-Cabrié Forsythe, FOIA Officer, Virginia Department of Corrections

#	Category	Send to
12	Virginia Department of Corrections: contacts about Norton	Anne-Cabrié Forsythe, FOIA Officer, Virginia Department of Corrections
13	Wise County	Karen T. Mullins, County Attorney and Interim County Administrator, Wise County
14	Circuit Court Clerk: the deed (not a FOIA request)	Dezarah J. Hall, Clerk of the Circuit Court, Wise County and City of Norton

Requests 1 to 9 go to the City of Norton. Requests 10 to 13 go to other agencies, each labeled. Request 14 is not a FOIA request; deeds are court records kept by the circuit court clerk, a separate office the city's FOIA officer does not control.

Request 1. Planning, zoning and land use

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To: Jeff Shupe, City Manager, City of Norton
Email: jeffs@nortonva.org
Mail: City of Norton, P.O. Box 618, Norton, VA 24273

Subject: Virginia FOIA request: zoning, permits and land use, 702 Park Avenue NW

Dear Mr. Shupe:

Under the Virginia Freedom of Information Act, Va. Code § 2.2-3704, I request copies of the
following public records of the City of Norton about the property at 702 Park Avenue NW (parcel
465-11-8-1) and the community or Islamic center planned there by the Islamic Leadership Institute of
America (ILIA):

1. The written request for zoning information about 702 Park Avenue NW and the zoning
administrator's written response dated on or about September 21, 2026, with all drafts, attachments
and related emails.
2. Any zoning determination, interpretation or verification letter about the property, including any
record on whether the planned uses (worship, classes, youth programs, social services, housing or
lodging, "crisis stabilization") are permitted in the B-2 district or need special permission.
3. Any application, plans, site plan, sketch, floor plan or drawing submitted for the property, and
any building permit, change-of-use permit, certificate of occupancy, sign permit, demolition or
renovation permit, or application for any of these, whether approved, denied, pending or withdrawn.
4. Inspection reports, fire marshal or fire code reviews, occupancy load calculations, accessibility
reviews, parking reviews, and any notices of violation for the property.
5. Notes, sign-in sheets, calendar entries and follow-up emails from any meeting or call between
City staff or officials and ILIA, Ayman Nassar or anyone representing them, including the meetings
ILIA told Cardinal News it held with City staff about the planned center.
6. Any record sent to or received from the Norton Planning Commission or Board of Zoning Appeals
about the property or the planned center.

Date range: January 1, 2025 through the date of this request.

Officials and offices to search (each by name or title):
- Mayor Joseph Fawbush
- Vice Mayor Mark A. Caruso
- Councilman Robert Fultz, Jr.
- Councilman Stacy Salyers
- Councilman Chris Jones
- City Manager Jeff Shupe
- the City Attorney (and any outside attorney acting for the City on this matter)
- the Clerk of Council (or whoever keeps the Council's minutes and recordings)
- the Building Official / Zoning Administrator and any planning, zoning or building inspection staff
- the Community Engagement & Tourism Director and any economic development staff
- the Director of Finance and finance staff
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Record types: emails (including attachments, and including messages sent or received on personal email accounts when used for City business), text messages (SMS, MMS and iMessage), WhatsApp, Signal, Facebook Messenger and other social media direct messages, voicemails, call logs, calendar entries and meeting invitations, meeting notes, memos, letters, reports, presentations, photographs, maps, applications, forms and any audio or video recordings. Under Va. Code § 2.2-3701, a "public record" is any writing or recording "however stored, and regardless of physical form or characteristics," that is "prepared or owned by, or in the possession of a public body or its officers, employees, or agents in the transaction of public business." That includes messages on personal phones and personal accounts when they were used for City business, so I ask that each named official be asked to search those as well.

Search terms: records containing any of these words or names: "Ayman Nassar" or "Nassar"; "Islamic Leadership Institute of America," "Islamic Leadership Institute" or "ILIA"; any email address ending in "islamicleadership.org"; "702 Park Avenue," "702 Park Ave" or "702 Park Ave NW"; parcel "465-11-8-1"; "Park Avenue Associates"; "Community Empowerment Center," "SW VA Community Empowerment Center" or "Rural America Community Center"; "Islamic Center" or "Islamic Centers"; "mosque"; "masjid"; "Islam," "Islamic" or "Muslim"; "Aafia"; "CAIR" or "Council on American-Islamic Relations"; "Virginia Department of Corrections" or "VADOC"; "Red Onion"; "Wallens Ridge"; "Muslim Chaplain Services"; "Terry Kilgore," "Delegate Kilgore" or "Del. Kilgore"; "Todd Pillion," "Senator Pillion" or "Sen. Pillion".

Please provide the records electronically, by email or a download link, in the format the City keeps them (for example, emails as PDF or .msg/.eml files with attachments and the sender, recipients, date and time showing). If some records are ready before others, please send them as they are ready.

Under Va. Code § 2.2-3704(F), I ask for a written estimate of any charges before you search or copy anything. If the estimate is more than $[25], please contact me before going further so I can narrow the request. Because these records concern a matter of public interest in Norton, I also ask that you reduce or waive any charges. I understand Virginia law does not require a waiver.

If you withhold any record or any part of a record, please tell me in writing what was withheld and cite the specific Code of Virginia section for each category, as Va. Code § 2.2-3704(B) requires, and release the rest of the record with only the exempt part redacted, as Va. Code § 2.2-3704.01 requires. If another public body has the records, please give me its contact information, as § 2.2-3704(B)(3) requires.

I am a citizen of the Commonwealth of Virginia. Thank you for your help. I look forward to your response within five working days, as Va. Code § 2.2-3704(B) requires.

Sincerely,
[Your Name]
[Your Address, including city or county in Virginia]
[Your Phone] / [Your Email]

Request 2. Property sale, deed and real estate (City records)

To: Jeff Shupe, City Manager, City of Norton
Email: jeffs@nortonva.org
Mail: City of Norton, P.O. Box 618, Norton, VA 24273

Subject: Virginia FOIA request: sale and assessment records, 702 Park Avenue NW

Dear Mr. Shupe:

Under the Virginia Freedom of Information Act, Va. Code § 2.2-3704, I request copies of the following public records of the City of Norton about the property at 702 Park Avenue NW (parcel 465-11-8-1) and the community or Islamic center planned there by the Islamic Leadership Institute of America (ILIA):

1. Records about the sale of 702 Park Avenue NW from Park Avenue Associates LLC to the Islamic Leadership Institute of America, including any notice of sale, deed copy, transfer record or land-book change the City received or created.
2. The City's real estate assessment records for the parcel for 2025 and 2026, including the assessment card, any reassessment or appeal, and any record explaining the assessed value.
3. Any appraisal, valuation or market study of the property held by the City.
4. Any record of recordation tax, transfer tax or grantor's tax the City received or was notified about for this sale.
5. Communications with Park Avenue Associates LLC, its members, its registered agent, any real estate agent or broker, any title company or any closing attorney about the sale.

Date range: January 1, 2025 through the date of this request.

Officials and offices to search (each by name or title):
- Mayor Joseph Fawbush
- Vice Mayor Mark A. Caruso
- Councilman Robert Fultz, Jr.
- Councilman Stacy Salyers
- Councilman Chris Jones
- City Manager Jeff Shupe
- the City Attorney (and any outside attorney acting for the City on this matter)
- the Clerk of Council (or whoever keeps the Council's minutes and recordings)
- the Building Official / Zoning Administrator and any planning, zoning or building inspection staff
- the Community Engagement & Tourism Director and any economic development staff
- the Director of Finance and finance staff

Record types: emails (including attachments, and including messages sent or received on personal email accounts when used for City business), text messages (SMS, MMS and iMessage), WhatsApp, Signal, Facebook Messenger and other social media direct messages, voicemails, call logs, calendar entries and meeting invitations, meeting notes, memos, letters, reports, presentations, photographs, maps, applications, forms and any audio or video recordings. Under Va. Code § 2.2-3701, a "public record" is any writing or recording "however stored, and regardless of physical form or characteristics," that is "prepared or owned by, or in the possession of a public body or its officers, employees, or agents in the transaction of public business." That includes messages on personal phones and personal accounts when they were used for City business, so I ask that each named official be asked to search those as well.

Search terms: records containing any of these words or names: "Ayman Nassar" or "Nassar"; "Islamic Leadership Institute of America," "Islamic Leadership Institute" or "ILIA"; any email address ending in "islamicleadership.org"; "702 Park Avenue," "702 Park Ave" or "702 Park Ave NW"; parcel "465-11-8-1"; "Park Avenue Associates"; "Community Empowerment Center," "SW VA Community Empowerment Center" or "Rural America Community Center"; "Islamic Center" or "Islamic Centers"; "mosque"; "masjid"; "Islam," "Islamic" or "Muslim"; "Aafia"; "CAIR" or "Council on American-Islamic Relations"; "Virginia Department of Corrections" or "VADOC"; "Red Onion"; "Wallens Ridge"; "Muslim Chaplain Services"; "Terry Kilgore," "Delegate Kilgore" or "Del. Kilgore"; "Todd Pillion," "Senator Pillion" or "Sen. Pillion".

Please provide the records electronically, by email or a download link, in the format the City keeps them (for example, emails as PDF or .msg/.eml files with attachments and the sender, recipients, date and time showing). If some records are ready before others, please send them as they are ready.

Under Va. Code § 2.2-3704(F), I ask for a written estimate of any charges before you search or copy anything. If the estimate is more than $[25], please contact me before going further so I can narrow the request. Because these records concern a matter of public interest in Norton, I also ask that you reduce or waive any charges. I understand Virginia law does not require a waiver.

If you withhold any record or any part of a record, please tell me in writing what was withheld and cite the specific Code of Virginia section for each category, as Va. Code § 2.2-3704(B) requires, and release the rest of the record with only the exempt part redacted, as Va. Code § 2.2-3704.01 requires. If another public body has the records, please give me its contact information, as §

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2.2-3704(B)(3) requires.

I am a citizen of the Commonwealth of Virginia. Thank you for your help. I look forward to your
response within five working days, as Va. Code § 2.2-3704(B) requires.

Sincerely,
[Your Name]
[Your Address, including city or county in Virginia]
[Your Phone] / [Your Email]
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Request 3. Financial: grants, incentives, tax status, utilities and payments

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To: Jeff Shupe, City Manager, City of Norton
Email: jeffs@nortonva.org
Mail: City of Norton, P.O. Box 618, Norton, VA 24273

Subject: Virginia FOIA request: financial records involving ILIA and 702 Park Avenue NW

Dear Mr. Shupe:

Under the Virginia Freedom of Information Act, Va. Code § 2.2-3704, I request copies of the
following public records of the City of Norton about the property at 702 Park Avenue NW (parcel
465-11-8-1) and the community or Islamic center planned there by the Islamic Leadership Institute of
America (ILIA):

1. Any application, request or approval for a real estate tax exemption, tax-exempt classification,
tax abatement or tax relief for 702 Park Avenue NW or for ILIA.
2. Any grant, loan, incentive, rebate, fee waiver, economic development or tourism funds, Industrial
Development Authority assistance, or in-kind help offered, requested, discussed or provided to ILIA
or for the property.
3. Water, sewer, trash and other utility account records for the property opened, transferred or
changed since January 1, 2025, including connection or transfer fees and any fee waivers (account
numbers and private payment card or bank details may be redacted).
4. Business license, permit fee, or other fee records for ILIA or for any program at the property.
5. Any payment, invoice, receipt, check or electronic transfer from the City to ILIA, or from ILIA
to the City.
6. Any contract, memorandum of understanding, lease, letter of intent or agreement between the City
(or the Norton Industrial Development Authority) and ILIA.

Date range: January 1, 2025 through the date of this request.

Officials and offices to search (each by name or title):
- Mayor Joseph Fawbush
- Vice Mayor Mark A. Caruso
- Councilman Robert Fultz, Jr.
- Councilman Stacy Salyers
- Councilman Chris Jones
- City Manager Jeff Shupe
- the City Attorney (and any outside attorney acting for the City on this matter)
- the Clerk of Council (or whoever keeps the Council's minutes and recordings)
- the Building Official / Zoning Administrator and any planning, zoning or building inspection staff
- the Community Engagement & Tourism Director and any economic development staff
- the Director of Finance and finance staff

Record types: emails (including attachments, and including messages sent or received on personal
email accounts when used for City business), text messages (SMS, MMS and iMessage), WhatsApp,
Signal, Facebook Messenger and other social media direct messages, voicemails, call logs, calendar
entries and meeting invitations, meeting notes, memos, letters, reports, presentations, photographs,
maps, applications, forms and any audio or video recordings. Under Va. Code § 2.2-3701, a "public
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record" is any writing or recording "however stored, and regardless of physical form or
characteristics," that is "prepared or owned by, or in the possession of a public body or its
officers, employees, or agents in the transaction of public business." That includes messages on
personal phones and personal accounts when they were used for City business, so I ask that each
named official be asked to search those as well.

Search terms: records containing any of these words or names: "Ayman Nassar" or "Nassar"; "Islamic
Leadership Institute of America," "Islamic Leadership Institute" or "ILIA"; any email address ending
in "islamicleadership.org"; "702 Park Avenue," "702 Park Ave" or "702 Park Ave NW"; parcel
"465-11-8-1"; "Park Avenue Associates"; "Community Empowerment Center," "SW VA Community Empowerment
Center" or "Rural America Community Center"; "Islamic Center" or "Islamic Centers"; "mosque";
"masjid"; "Islam," "Islamic" or "Muslim"; "Aafia"; "CAIR" or "Council on American-Islamic
Relations"; "Virginia Department of Corrections" or "VADOC"; "Red Onion"; "Wallens Ridge"; "Muslim
Chaplain Services"; "Terry Kilgore," "Delegate Kilgore" or "Del. Kilgore"; "Todd Pillion," "Senator
Pillion" or "Sen. Pillion".

Please provide the records electronically, by email or a download link, in the format the City keeps
them (for example, emails as PDF or .msg/.eml files with attachments and the sender, recipients,
date and time showing). If some records are ready before others, please send them as they are ready.

Under Va. Code § 2.2-3704(F), I ask for a written estimate of any charges before you search or copy
anything. If the estimate is more than $[25], please contact me before going further so I can narrow
the request. Because these records concern a matter of public interest in Norton, I also ask that
you reduce or waive any charges. I understand Virginia law does not require a waiver.

If you withhold any record or any part of a record, please tell me in writing what was withheld and
cite the specific Code of Virginia section for each category, as Va. Code § 2.2-3704(B) requires,
and release the rest of the record with only the exempt part redacted, as Va. Code § 2.2-3704.01
requires. If another public body has the records, please give me its contact information, as §
2.2-3704(B)(3) requires.

I am a citizen of the Commonwealth of Virginia. Thank you for your help. I look forward to your
response within five working days, as Va. Code § 2.2-3704(B) requires.

Sincerely,
[Your Name]
[Your Address, including city or county in Virginia]
[Your Phone] / [Your Email]
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Request 4. Council and Mayor communications

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To: Jeff Shupe, City Manager, City of Norton
Email: jeffs@nortonva.org
Mail: City of Norton, P.O. Box 618, Norton, VA 24273

Subject: Virginia FOIA request: Council and Mayor communications about the planned Islamic center

Dear Mr. Shupe:

Under the Virginia Freedom of Information Act, Va. Code § 2.2-3704, I request copies of the
following public records of each of these members of Norton City Council:

1. Mayor Joseph Fawbush
2. Vice Mayor Mark A. Caruso
3. Councilman Robert Fultz, Jr.
4. Councilman Stacy Salyers
5. Councilman Chris Jones

For each member named above, please search official City accounts and devices, and also any personal
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email account, personal phone, messaging app or social media account each member used to conduct City business. The records I am asking for are:

1. All communications sent or received by any member named above, with anyone, about 702 Park Avenue NW, ILIA, Ayman Nassar, or a mosque, Islamic center or community center planned in Norton.
2. All communications between any member named above and ILIA, Ayman Nassar or anyone representing them.
3. All communications among the members named above, or between any of them and the City Manager, City Attorney or City staff, about the same subjects.
4. The prepared statement the Mayor read at the October 20, 2026 Council meeting (marked "(Insert)" in the minutes), with its drafts, the emails that circulated it and any talking points.
5. Calendar entries, meeting invitations, notes and call logs for any meeting or call about these subjects.
6. Messages that members received from the public about these subjects (I am not asking for the home addresses, phone numbers or personal email addresses of private citizens; those may be redacted).

Date range: January 1, 2025 through the date of this request.

Record types: emails (including attachments, and including messages sent or received on personal email accounts when used for City business), text messages (SMS, MMS and iMessage), WhatsApp, Signal, Facebook Messenger and other social media direct messages, voicemails, call logs, calendar entries and meeting invitations, meeting notes, memos, letters, reports, presentations, photographs, maps, applications, forms and any audio or video recordings. Under Va. Code § 2.2-3701, a "public record" is any writing or recording "however stored, and regardless of physical form or characteristics," that is "prepared or owned by, or in the possession of a public body or its officers, employees, or agents in the transaction of public business." That includes messages on personal phones and personal accounts when they were used for City business, so I ask that each named official be asked to search those as well.

Search terms: records containing any of these words or names: "Ayman Nassar" or "Nassar"; "Islamic Leadership Institute of America," "Islamic Leadership Institute" or "ILIA"; any email address ending in "islamicleadership.org"; "702 Park Avenue," "702 Park Ave" or "702 Park Ave NW"; parcel "465-11-8-1"; "Park Avenue Associates"; "Community Empowerment Center," "SW VA Community Empowerment Center" or "Rural America Community Center"; "Islamic Center" or "Islamic Centers"; "mosque"; "masjid"; "Islam," "Islamic" or "Muslim"; "Aafia"; "CAIR" or "Council on American-Islamic Relations"; "Virginia Department of Corrections" or "VADOC"; "Red Onion"; "Wallens Ridge"; "Muslim Chaplain Services"; "Terry Kilgore," "Delegate Kilgore" or "Del. Kilgore"; "Todd Pillion," "Senator Pillion" or "Sen. Pillion".

If any record is withheld as a working paper or correspondence of the Mayor under Va. Code § 2.2-3705.7(2), please identify it and note that the same subsection says no information otherwise open is excluded just because it is attached to or included in a working paper or correspondence.

Please provide the records electronically, by email or a download link, in the format the City keeps them (for example, emails as PDF or .msg/.eml files with attachments and the sender, recipients, date and time showing). If some records are ready before others, please send them as they are ready.

Under Va. Code § 2.2-3704(F), I ask for a written estimate of any charges before you search or copy anything. If the estimate is more than $[25], please contact me before going further so I can narrow the request. Because these records concern a matter of public interest in Norton, I also ask that you reduce or waive any charges. I understand Virginia law does not require a waiver.

If you withhold any record or any part of a record, please tell me in writing what was withheld and cite the specific Code of Virginia section for each category, as Va. Code § 2.2-3704(B) requires, and release the rest of the record with only the exempt part redacted, as Va. Code § 2.2-3704.01 requires. If another public body has the records, please give me its contact information, as § 2.2-3704(B)(3) requires.

I am a citizen of the Commonwealth of Virginia. Thank you for your help. I look forward to your response within five working days, as Va. Code § 2.2-3704(B) requires.

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Sincerely,
[Your Name]
[Your Address, including city or county in Virginia]
[Your Phone] / [Your Email]
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Request 5. City Manager, City Attorney and staff communications

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To: Jeff Shupe, City Manager, City of Norton
Email: jeffs@nortonva.org
Mail: City of Norton, P.O. Box 618, Norton, VA 24273

Subject: Virginia FOIA request: City Manager, City Attorney and staff communications about 702 Park Avenue NW

Dear Mr. Shupe:

Under the Virginia Freedom of Information Act, Va. Code § 2.2-3704, I request copies of the following public records of the City of Norton about the property at 702 Park Avenue NW (parcel 465-11-8-1) and the community or Islamic center planned there by the Islamic Leadership Institute of America (ILIA):

1. All communications sent or received by the City Manager, the City Attorney, the Clerk of Council, the Building Official / Zoning Administrator, the Community Engagement & Tourism Director, the Director of Finance and their staff about these subjects, including with ILIA, Ayman Nassar, Park Avenue Associates LLC, other governments, the news media and the public.
2. The records behind the City Manager's statement to Cardinal News that "City administration was aware of the organization's interest in providing youth development and community services," including the first contact from ILIA and any later contact.
3. Internal memos, briefing papers, timelines, talking points or FAQ documents prepared for Council, staff or the public about the planned center.
4. Engagement letters, invoices and billing descriptions for any outside lawyer or consultant hired on this matter (legal advice itself may be withheld under Va. Code § 2.2-3705.1(2), but invoices showing dates, hours and amounts should be released with only privileged detail redacted).

Date range: January 1, 2025 through the date of this request.

Officials and offices to search (each by name or title):
- Mayor Joseph Fawbush
- Vice Mayor Mark A. Caruso
- Councilman Robert Fultz, Jr.
- Councilman Stacy Salyers
- Councilman Chris Jones
- City Manager Jeff Shupe
- the City Attorney (and any outside attorney acting for the City on this matter)
- the Clerk of Council (or whoever keeps the Council's minutes and recordings)
- the Building Official / Zoning Administrator and any planning, zoning or building inspection staff
- the Community Engagement & Tourism Director and any economic development staff
- the Director of Finance and finance staff

Record types: emails (including attachments, and including messages sent or received on personal email accounts when used for City business), text messages (SMS, MMS and iMessage), WhatsApp, Signal, Facebook Messenger and other social media direct messages, voicemails, call logs, calendar entries and meeting invitations, meeting notes, memos, letters, reports, presentations, photographs, maps, applications, forms and any audio or video recordings. Under Va. Code § 2.2-3701, a "public record" is any writing or recording "however stored, and regardless of physical form or characteristics," that is "prepared or owned by, or in the possession of a public body or its officers, employees, or agents in the transaction of public business." That includes messages on personal phones and personal accounts when they were used for City business, so I ask that each named official be asked to search those as well.
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Search terms: records containing any of these words or names: "Ayman Nassar" or "Nassar"; "Islamic Leadership Institute of America," "Islamic Leadership Institute" or "ILIA"; any email address ending in "islamicleadership.org"; "702 Park Avenue," "702 Park Ave" or "702 Park Ave NW"; parcel "465-11-8-1"; "Park Avenue Associates"; "Community Empowerment Center," "SW VA Community Empowerment Center" or "Rural America Community Center"; "Islamic Center" or "Islamic Centers"; "mosque"; "masjid"; "Islam," "Islamic" or "Muslim"; "Aafia"; "CAIR" or "Council on American-Islamic Relations"; "Virginia Department of Corrections" or "VADOC"; "Red Onion"; "Wallens Ridge"; "Muslim Chaplain Services"; "Terry Kilgore," "Delegate Kilgore" or "Del. Kilgore"; "Todd Pillion," "Senator Pillion" or "Sen. Pillion".

Please provide the records electronically, by email or a download link, in the format the City keeps them (for example, emails as PDF or .msg/.eml files with attachments and the sender, recipients, date and time showing). If some records are ready before others, please send them as they are ready.

Under Va. Code § 2.2-3704(F), I ask for a written estimate of any charges before you search or copy anything. If the estimate is more than $[25], please contact me before going further so I can narrow the request. Because these records concern a matter of public interest in Norton, I also ask that you reduce or waive any charges. I understand Virginia law does not require a waiver.

If you withhold any record or any part of a record, please tell me in writing what was withheld and cite the specific Code of Virginia section for each category, as Va. Code § 2.2-3704(B) requires, and release the rest of the record with only the exempt part redacted, as Va. Code § 2.2-3704.01 requires. If another public body has the records, please give me its contact information, as § 2.2-3704(B)(3) requires.

I am a citizen of the Commonwealth of Virginia. Thank you for your help. I look forward to your response within five working days, as Va. Code § 2.2-3704(B) requires.

Sincerely,
[Your Name]
[Your Address, including city or county in Virginia]
[Your Phone] / [Your Email]
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Request 6. Meetings and public comment

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To: Jeff Shupe, City Manager, City of Norton
Email: jeffs@nortonva.org
Mail: City of Norton, P.O. Box 618, Norton, VA 24273

Subject: Virginia FOIA request: Council meeting records about the planned Islamic center

Dear Mr. Shupe:

Under the Virginia Freedom of Information Act, Va. Code § 2.2-3704, I request copies of the following public records of Norton City Council and its committees, the Planning Commission and the Board of Zoning Appeals:

1. For the October 20, 2026 Council meeting and the November 10, 2026 Council meeting: the agenda and packet, the full audio and video recordings, any livestream archive, the public comment sign-up or sign-in sheets, written comments submitted, the approved and draft minutes, and the full text of any statement read into the record. Va. Code § 2.2-3707 says minutes, draft minutes and audio or video records of open meetings are public records.
2. For every closed session of Council or any City board since January 1, 2025 that touched these subjects: the motion to convene (which § 2.2-3712(A) requires to identify the subject, purpose and exemption) and the recorded certification vote after the closed session (§ 2.2-3712(D)), including the October 20, 2026 closed session for legal advice under § 2.2-3711(A)(8).
3. Any other agenda item, presentation, staff report or recording of any meeting since January 1, 2025 where 702 Park Avenue NW, ILIA, Ayman Nassar or a planned Islamic center, mosque or community
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center was discussed.
4. Emails or messages about scheduling, cancelling or combining Council meetings in November 2026 in connection with these subjects.

Date range: January 1, 2025 through the date of this request.

Search terms: records containing any of these words or names: "Ayman Nassar" or "Nassar"; "Islamic Leadership Institute of America," "Islamic Leadership Institute" or "ILIA"; any email address ending in "islamicleadership.org"; "702 Park Avenue," "702 Park Ave" or "702 Park Ave NW"; parcel "465-11-8-1"; "Park Avenue Associates"; "Community Empowerment Center," "SW VA Community Empowerment Center" or "Rural America Community Center"; "Islamic Center" or "Islamic Centers"; "mosque"; "masjid"; "Islam," "Islamic" or "Muslim"; "Aafia"; "CAIR" or "Council on American-Islamic Relations"; "Virginia Department of Corrections" or "VADOC"; "Red Onion"; "Wallens Ridge"; "Muslim Chaplain Services"; "Terry Kilgore," "Delegate Kilgore" or "Del. Kilgore"; "Todd Pillion," "Senator Pillion" or "Sen. Pillion".

I am not asking for the home addresses, phone numbers or personal email addresses of private citizens who signed up to speak; those may be redacted.

Please provide the records electronically, by email or a download link, in the format the City keeps them (for example, emails as PDF or .msg/.eml files with attachments and the sender, recipients, date and time showing). If some records are ready before others, please send them as they are ready.

Under Va. Code § 2.2-3704(F), I ask for a written estimate of any charges before you search or copy anything. If the estimate is more than $[25], please contact me before going further so I can narrow the request. Because these records concern a matter of public interest in Norton, I also ask that you reduce or waive any charges. I understand Virginia law does not require a waiver.

If you withhold any record or any part of a record, please tell me in writing what was withheld and cite the specific Code of Virginia section for each category, as Va. Code § 2.2-3704(B) requires, and release the rest of the record with only the exempt part redacted, as Va. Code § 2.2-3704.01 requires. If another public body has the records, please give me its contact information, as § 2.2-3704(B)(3) requires.

I am a citizen of the Commonwealth of Virginia. Thank you for your help. I look forward to your response within five working days, as Va. Code § 2.2-3704(B) requires.

Sincerely,
[Your Name]
[Your Address, including city or county in Virginia]
[Your Phone] / [Your Email]
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Request 7. Police and public safety

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To: Jeff Shupe, City Manager, City of Norton
Email: jeffs@nortonva.org
Mail: City of Norton, P.O. Box 618, Norton, VA 24273

Subject: Virginia FOIA request: public safety records about 702 Park Avenue NW and related public meetings

Dear Mr. Shupe:

Under the Virginia Freedom of Information Act, Va. Code § 2.2-3704, I request copies of the following public records of the City of Norton, including the Norton Police Department, Fire Department and Emergency Services, about the property at 702 Park Avenue NW and the planned center there. I am asking about the project and the property, not about any person's religion or beliefs:

1. Calls-for-service logs for 702 Park Avenue NW, and any criminal incident information about the
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property that Va. Code § 2.2-3706.1(B) requires to be released.
2. Communications between City police, fire or emergency services staff and ILIA, Ayman Nassar or their representatives about the property, its events or its security.
3. Staffing, overtime and event plans for the October 20, 2026 and November 10, 2026 Council meetings that mention the planned center, and any after-action notes.
4. Communications with the Wise County Sheriff, Virginia State Police, the Virginia Fusion Center, the FBI or any other agency about the property or the planned center.
5. Any written threat assessment or risk assessment about the property or the planned center. If parts are withheld under Va. Code § 2.2-3705.2(14) or another exemption, please release the rest and identify what was withheld.

Date range: January 1, 2025 through the date of this request.

Record types: emails (including attachments, and including messages sent or received on personal email accounts when used for City business), text messages (SMS, MMS and iMessage), WhatsApp, Signal, Facebook Messenger and other social media direct messages, voicemails, call logs, calendar entries and meeting invitations, meeting notes, memos, letters, reports, presentations, photographs, maps, applications, forms and any audio or video recordings. Under Va. Code § 2.2-3701, a "public record" is any writing or recording "however stored, and regardless of physical form or characteristics," that is "prepared or owned by, or in the possession of a public body or its officers, employees, or agents in the transaction of public business." That includes messages on personal phones and personal accounts when they were used for City business, so I ask that each named official be asked to search those as well.

Search terms: records containing any of these words or names: "Ayman Nassar" or "Nassar"; "Islamic Leadership Institute of America," "Islamic Leadership Institute" or "ILIA"; any email address ending in "islamicleadership.org"; "702 Park Avenue," "702 Park Ave" or "702 Park Ave NW"; parcel "465-11-8-1"; "Park Avenue Associates"; "Community Empowerment Center," "SW VA Community Empowerment Center" or "Rural America Community Center"; "Islamic Center" or "Islamic Centers"; "mosque"; "masjid"; "Islam," "Islamic" or "Muslim"; "Aafia"; "CAIR" or "Council on American-Islamic Relations"; "Virginia Department of Corrections" or "VADOC"; "Red Onion"; "Wallens Ridge"; "Muslim Chaplain Services"; "Terry Kilgore," "Delegate Kilgore" or "Del. Kilgore"; "Todd Pillion," "Senator Pillion" or "Sen. Pillion".

I am not asking for the names, addresses or personal information of private citizens or crime victims; those may be redacted.

Please provide the records electronically, by email or a download link, in the format the City keeps them (for example, emails as PDF or .msg/.eml files with attachments and the sender, recipients, date and time showing). If some records are ready before others, please send them as they are ready.

Under Va. Code § 2.2-3704(F), I ask for a written estimate of any charges before you search or copy anything. If the estimate is more than $[25], please contact me before going further so I can narrow the request. Because these records concern a matter of public interest in Norton, I also ask that you reduce or waive any charges. I understand Virginia law does not require a waiver.

If you withhold any record or any part of a record, please tell me in writing what was withheld and cite the specific Code of Virginia section for each category, as Va. Code § 2.2-3704(B) requires, and release the rest of the record with only the exempt part redacted, as Va. Code § 2.2-3704.01 requires. If another public body has the records, please give me its contact information, as § 2.2-3704(B)(3) requires.

I am a citizen of the Commonwealth of Virginia. Thank you for your help. I look forward to your response within five working days, as Va. Code § 2.2-3704(B) requires.

Sincerely,
[Your Name]
[Your Address, including city or county in Virginia]
[Your Phone] / [Your Email]

Request 8. State contacts

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To: Jeff Shupe, City Manager, City of Norton
Email: jeffs@nortonva.org
Mail: City of Norton, P.O. Box 618, Norton, VA 24273

Subject: Virginia FOIA request: City communications with state officials about ILIA and 702 Park
Avenue NW

Dear Mr. Shupe:

Under the Virginia Freedom of Information Act, Va. Code § 2.2-3704, I request copies of the
following public records of the City of Norton about the property at 702 Park Avenue NW (parcel
465-11-8-1) and the community or Islamic center planned there by the Islamic Leadership Institute of
America (ILIA):

1. Communications between the City (any official or office listed below) and the Virginia Department
of Corrections (VADOC), including any staff at Red Onion State Prison or Wallens Ridge State Prison,
about ILIA, Ayman Nassar, the property or the planned center.
2. Communications between the City and Delegate Terry G. Kilgore (House District 45) or his staff,
or Senator Todd E. Pillion (Senate District 6) or his staff, about these subjects.
3. Communications between the City and the Office of the Governor (Governor Glenn Youngkin's
administration through January 2026 and Governor Abigail Spanberger's administration since), the
Virginia Department of Housing and Community Development (DHCD), the Virginia State Corporation
Commission, the Virginia Department of Behavioral Health and Developmental Services, the Office of
the Attorney General, or any other state agency about these subjects.
4. Any grant application, funding request or letter of support involving ILIA sent to or received
from any state agency.

Date range: January 1, 2025 through the date of this request.

Officials and offices to search (each by name or title):
- Mayor Joseph Fawbush
- Vice Mayor Mark A. Caruso
- Councilman Robert Fultz, Jr.
- Councilman Stacy Salyers
- Councilman Chris Jones
- City Manager Jeff Shupe
- the City Attorney (and any outside attorney acting for the City on this matter)
- the Clerk of Council (or whoever keeps the Council's minutes and recordings)
- the Building Official / Zoning Administrator and any planning, zoning or building inspection staff
- the Community Engagement & Tourism Director and any economic development staff
- the Director of Finance and finance staff

Record types: emails (including attachments, and including messages sent or received on personal
email accounts when used for City business), text messages (SMS, MMS and iMessage), WhatsApp,
Signal, Facebook Messenger and other social media direct messages, voicemails, call logs, calendar
entries and meeting invitations, meeting notes, memos, letters, reports, presentations, photographs,
maps, applications, forms and any audio or video recordings. Under Va. Code § 2.2-3701, a "public
record" is any writing or recording "however stored, and regardless of physical form or
characteristics," that is "prepared or owned by, or in the possession of a public body or its
officers, employees, or agents in the transaction of public business." That includes messages on
personal phones and personal accounts when they were used for City business, so I ask that each
named official be asked to search those as well.

Search terms: records containing any of these words or names: "Ayman Nassar" or "Nassar"; "Islamic
Leadership Institute of America," "Islamic Leadership Institute" or "ILIA"; any email address ending
in "islamicleadership.org"; "702 Park Avenue," "702 Park Ave" or "702 Park Ave NW"; parcel
"465-11-8-1"; "Park Avenue Associates"; "Community Empowerment Center," "SW VA Community Empowerment
Center" or "Rural America Community Center"; "Islamic Center" or "Islamic Centers"; "mosque";
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"masjid"; "Islam," "Islamic" or "Muslim"; "Aafia"; "CAIR" or "Council on American-Islamic
Relations"; "Virginia Department of Corrections" or "VADOC"; "Red Onion"; "Wallens Ridge"; "Muslim
Chaplain Services"; "Terry Kilgore," "Delegate Kilgore" or "Del. Kilgore"; "Todd Pillion," "Senator
Pillion" or "Sen. Pillion".

Please provide the records electronically, by email or a download link, in the format the City keeps
them (for example, emails as PDF or .msg/.eml files with attachments and the sender, recipients,
date and time showing). If some records are ready before others, please send them as they are ready.

Under Va. Code § 2.2-3704(F), I ask for a written estimate of any charges before you search or copy
anything. If the estimate is more than $[25], please contact me before going further so I can narrow
the request. Because these records concern a matter of public interest in Norton, I also ask that
you reduce or waive any charges. I understand Virginia law does not require a waiver.

If you withhold any record or any part of a record, please tell me in writing what was withheld and
cite the specific Code of Virginia section for each category, as Va. Code § 2.2-3704(B) requires,
and release the rest of the record with only the exempt part redacted, as Va. Code § 2.2-3704.01
requires. If another public body has the records, please give me its contact information, as §
2.2-3704(B)(3) requires.

I am a citizen of the Commonwealth of Virginia. Thank you for your help. I look forward to your
response within five working days, as Va. Code § 2.2-3704(B) requires.

Sincerely,
[Your Name]
[Your Address, including city or county in Virginia]
[Your Phone] / [Your Email]
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Request 9. Outside parties and news media

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To: Jeff Shupe, City Manager, City of Norton
Email: jeffs@nortonva.org
Mail: City of Norton, P.O. Box 618, Norton, VA 24273

Subject: Virginia FOIA request: City communications with outside groups and media about ILIA

Dear Mr. Shupe:

Under the Virginia Freedom of Information Act, Va. Code § 2.2-3704, I request copies of the
following public records of the City of Norton about the property at 702 Park Avenue NW (parcel
465-11-8-1) and the community or Islamic center planned there by the Islamic Leadership Institute of
America (ILIA):

1. Communications between the City and the Council on American-Islamic Relations (CAIR) or any of
its chapters, The Aafia Foundation, the Middle East Forum or MEF Action, Muslim Chaplain Services of
Virginia, or any other outside advocacy or religious organization about these subjects.
2. Communications between the City and any representative of ILIA other than Ayman Nassar, including
board members, staff, volunteers, lawyers, architects, contractors and real estate agents.
3. Media inquiries received and the City's responses about these subjects, including from Cardinal
News, WJHL, WCYB, the Bristol Herald Courier, The Coalfield Progress and any other outlet, and any
press release or statement prepared.

Date range: January 1, 2025 through the date of this request.

Officials and offices to search (each by name or title):
- Mayor Joseph Fawbush
- Vice Mayor Mark A. Caruso
- Councilman Robert Fultz, Jr.
- Councilman Stacy Salyers
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- Councilman Chris Jones
- City Manager Jeff Shupe
- the City Attorney (and any outside attorney acting for the City on this matter)
- the Clerk of Council (or whoever keeps the Council's minutes and recordings)
- the Building Official / Zoning Administrator and any planning, zoning or building inspection staff
- the Community Engagement & Tourism Director and any economic development staff
- the Director of Finance and finance staff

Record types: emails (including attachments, and including messages sent or received on personal email accounts when used for City business), text messages (SMS, MMS and iMessage), WhatsApp, Signal, Facebook Messenger and other social media direct messages, voicemails, call logs, calendar entries and meeting invitations, meeting notes, memos, letters, reports, presentations, photographs, maps, applications, forms and any audio or video recordings. Under Va. Code § 2.2-3701, a "public record" is any writing or recording "however stored, and regardless of physical form or characteristics," that is "prepared or owned by, or in the possession of a public body or its officers, employees, or agents in the transaction of public business." That includes messages on personal phones and personal accounts when they were used for City business, so I ask that each named official be asked to search those as well.

Search terms: records containing any of these words or names: "Ayman Nassar" or "Nassar"; "Islamic Leadership Institute of America," "Islamic Leadership Institute" or "ILIA"; any email address ending in "islamicleadership.org"; "702 Park Avenue," "702 Park Ave" or "702 Park Ave NW"; parcel "465-11-8-1"; "Park Avenue Associates"; "Community Empowerment Center," "SW VA Community Empowerment Center" or "Rural America Community Center"; "Islamic Center" or "Islamic Centers"; "mosque"; "masjid"; "Islam," "Islamic" or "Muslim"; "Aafia"; "CAIR" or "Council on American-Islamic Relations"; "Virginia Department of Corrections" or "VADOC"; "Red Onion"; "Wallens Ridge"; "Muslim Chaplain Services"; "Terry Kilgore," "Delegate Kilgore" or "Del. Kilgore"; "Todd Pillion," "Senator Pillion" or "Sen. Pillion".

Please provide the records electronically, by email or a download link, in the format the City keeps them (for example, emails as PDF or .msg/.eml files with attachments and the sender, recipients, date and time showing). If some records are ready before others, please send them as they are ready.

Under Va. Code § 2.2-3704(F), I ask for a written estimate of any charges before you search or copy anything. If the estimate is more than $[25], please contact me before going further so I can narrow the request. Because these records concern a matter of public interest in Norton, I also ask that you reduce or waive any charges. I understand Virginia law does not require a waiver.

If you withhold any record or any part of a record, please tell me in writing what was withheld and cite the specific Code of Virginia section for each category, as Va. Code § 2.2-3704(B) requires, and release the rest of the record with only the exempt part redacted, as Va. Code § 2.2-3704.01 requires. If another public body has the records, please give me its contact information, as § 2.2-3704(B)(3) requires.

I am a citizen of the Commonwealth of Virginia. Thank you for your help. I look forward to your response within five working days, as Va. Code § 2.2-3704(B) requires.

Sincerely,
[Your Name]
[Your Address, including city or county in Virginia]
[Your Phone] / [Your Email]
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Request 10. Norton Treasurer and Commissioner of the Revenue (other agency)

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To: Kristy Wells, Treasurer, City of Norton (KristyW@nortonva.org, 276-679-7246)
And: Marcus Adkins, Commissioner of the Revenue, City of Norton (MarcusA@nortonva.org, 276-679-0031)
Mail: City of Norton, P.O. Box 618, Norton, VA 24273

Subject: Virginia FOIA request: tax and license records for 702 Park Avenue NW
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Dear Ms. Wells and Mr. Adkins:

Under the Virginia Freedom of Information Act, Va. Code § 2.2-3704, I request copies of the
following public records of your offices about the property at 702 Park Avenue NW (parcel
465-11-8-1) and the Islamic Leadership Institute of America (ILIA):

1. The real estate assessment and land-book records for the parcel for 2025 and 2026, including the
change of owner from Park Avenue Associates LLC to ILIA.
2. Any application or request for a real estate tax exemption or tax-exempt classification for the
property, and any decision or correspondence about it.
3. Real estate tax bills, payments, delinquencies, refunds or proration records for the parcel since
January 1, 2025.
4. Any business license or business registration record for ILIA in Norton.
5. Communications with ILIA, Ayman Nassar, Park Avenue Associates LLC or the City Manager's office
about these subjects.

Date range: January 1, 2025 through the date of this request.

Record types: emails with attachments, letters, forms, applications, notes and electronic records.

Search terms: "Islamic Leadership Institute," "ILIA," "Nassar," "702 Park," "465-11-8-1," "Park
Avenue Associates."

I understand some tax information may be confidential under Va. Code § 58.1-3. If you withhold
anything on that basis, please say so in writing and release the rest.

Please provide the records electronically, by email or a download link, in the format the City keeps
them (for example, emails as PDF or .msg/.eml files with attachments and the sender, recipients,
date and time showing). If some records are ready before others, please send them as they are ready.

Under Va. Code § 2.2-3704(F), I ask for a written estimate of any charges before you search or copy
anything. If the estimate is more than $[25], please contact me before going further so I can narrow
the request. Because these records concern a matter of public interest in Norton, I also ask that
you reduce or waive any charges. I understand Virginia law does not require a waiver.

If you withhold any record or any part of a record, please tell me in writing what was withheld and
cite the specific Code of Virginia section for each category, as Va. Code § 2.2-3704(B) requires,
and release the rest of the record with only the exempt part redacted, as Va. Code § 2.2-3704.01
requires. If another public body has the records, please give me its contact information, as §
2.2-3704(B)(3) requires.

I am a citizen of the Commonwealth of Virginia. Thank you for your help. I look forward to your
response within five working days, as Va. Code § 2.2-3704(B) requires.

Sincerely,
[Your Name]
[Your Address, including city or county in Virginia]
[Your Phone] / [Your Email]
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Request 11. Virginia Department of Corrections: program and volunteer approvals (other agency)

```
To: Anne-Cabrié Forsythe, FOIA Officer, Virginia Department of Corrections
Email: FOIA@vadoc.virginia.gov
Mail: Virginia Department of Corrections, Administrative Compliance Unit, P.O. Box 26963, Richmond,
VA 23261
```

Subject: Virginia FOIA request: approvals and agreements for the Islamic Leadership Institute of America at Red Onion and Wallens Ridge

Dear Ms. Forsythe:

Under the Virginia Freedom of Information Act, Va. Code § 2.2-3704, I request copies of the following public records of the Virginia Department of Corrections (VADOC). The Islamic Leadership Institute of America (ILIA) of Maryland says on its own websites that it runs Islamic studies distance-learning courses for people held at Red Onion State Prison and Wallens Ridge State Prison, in collaboration with Muslim Chaplain Services of Virginia. I request:

1. Any application, approval, agreement, memorandum of understanding, contract or renewal allowing ILIA, Ayman Nassar or Muslim Chaplain Services of Virginia to provide religious, educational or volunteer programs at Red Onion State Prison or Wallens Ridge State Prison.
2. Volunteer or religious program approval records for Ayman Nassar and for ILIA as an organization (dates of approval, the program approved, the approving office and the facilities covered). I am not asking for Social Security numbers, dates of birth, home addresses or background-check results; those may be redacted.
3. Course materials, curricula or reading lists from ILIA approved for distribution at those two facilities, and any review or approval of them.
4. Records showing how many people at each facility enrolled in ILIA courses, by term (totals only, without names).
5. Communications between VADOC staff (including chaplaincy staff and the wardens' offices at Red Onion and Wallens Ridge) and ILIA, Ayman Nassar or Muslim Chaplain Services of Virginia about these programs.

Date range: January 1, 2025 through the date of this request. If the first approval for ILIA or Mr. Nassar was earlier, please include that first approval as well.

Record types: emails with attachments, letters, forms, applications, approvals, agreements, logs and electronic records.

Search terms: "Islamic Leadership Institute," "ILIA," "islamicleadership.org," "Nassar," "Muslim Chaplain Services," "Islamic studies," "distance learning."

Please provide the records electronically, by email or a download link, in the format the City keeps them (for example, emails as PDF or .msg/.eml files with attachments and the sender, recipients, date and time showing). If some records are ready before others, please send them as they are ready.

Under Va. Code § 2.2-3704(F), I ask for a written estimate of any charges before you search or copy anything. If the estimate is more than $[25], please contact me before going further so I can narrow the request. Because these records concern a matter of public interest in Norton, I also ask that you reduce or waive any charges. I understand Virginia law does not require a waiver.

If you withhold any record or any part of a record, please tell me in writing what was withheld and cite the specific Code of Virginia section for each category, as Va. Code § 2.2-3704(B) requires, and release the rest of the record with only the exempt part redacted, as Va. Code § 2.2-3704.01 requires. If another public body has the records, please give me its contact information, as § 2.2-3704(B)(3) requires.

I am a citizen of the Commonwealth of Virginia. Thank you for your help. I look forward to your response within five working days, as Va. Code § 2.2-3704(B) requires.

Sincerely,
[Your Name]
[Your Address, including city or county in Virginia]
[Your Phone] / [Your Email]

Request 12. Virginia Department of Corrections: contacts about Norton (other agency)

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To: Anne-Cabrié Forsythe, FOIA Officer, Virginia Department of Corrections
Email: FOIA@vadoc.virginia.gov
Mail: Virginia Department of Corrections, Administrative Compliance Unit, P.O. Box 26963, Richmond,
VA 23261

Subject: Virginia FOIA request: VADOC communications about ILIA and Norton

Dear Ms. Forsythe:

Under the Virginia Freedom of Information Act, Va. Code § 2.2-3704, I request copies of the
following public records of the Virginia Department of Corrections (VADOC):

1. Communications between VADOC staff and the City of Norton (including Mayor Joseph Fawbush, Vice
Mayor Mark A. Caruso, Councilman Robert Fultz, Jr., Councilman Stacy Salyers, Councilman Chris Jones
and City Manager Jeff Shupe) about ILIA, Ayman Nassar, 702 Park Avenue NW, or a mosque, Islamic
center or community center in Norton.
2. Communications between VADOC staff and Delegate Terry G. Kilgore, Senator Todd E. Pillion, or
their staff about the same subjects.
3. Any plan, proposal or discussion of ILIA providing reentry, housing or other services in Norton
or Wise County to people released from VADOC custody or on probation or parole.

Date range: January 1, 2025 through the date of this request.

Record types: emails with attachments, text messages, letters, memos, calendar entries, notes and
electronic records.

Search terms: "Islamic Leadership Institute," "ILIA," "islamicleadership.org," "Nassar," "Norton,"
"702 Park," "Islamic center," "mosque," "Community Empowerment Center."

Please provide the records electronically, by email or a download link, in the format the City keeps
them (for example, emails as PDF or .msg/.eml files with attachments and the sender, recipients,
date and time showing). If some records are ready before others, please send them as they are ready.

Under Va. Code § 2.2-3704(F), I ask for a written estimate of any charges before you search or copy
anything. If the estimate is more than $[25], please contact me before going further so I can narrow
the request. Because these records concern a matter of public interest in Norton, I also ask that
you reduce or waive any charges. I understand Virginia law does not require a waiver.

If you withhold any record or any part of a record, please tell me in writing what was withheld and
cite the specific Code of Virginia section for each category, as Va. Code § 2.2-3704(B) requires,
and release the rest of the record with only the exempt part redacted, as Va. Code § 2.2-3704.01
requires. If another public body has the records, please give me its contact information, as §
2.2-3704(B)(3) requires.

I am a citizen of the Commonwealth of Virginia. Thank you for your help. I look forward to your
response within five working days, as Va. Code § 2.2-3704(B) requires.

Sincerely,
[Your Name]
[Your Address, including city or county in Virginia]
[Your Phone] / [Your Email]
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Request 13. Wise County (other agency)

To: Karen T. Mullins, County Attorney and Interim County Administrator, Wise County
Email: coatty@wisecounty.org
Phone: 276-328-2321
Mail: Wise County Administrator's Office, P.O. Box 570, Wise, VA 24293

Subject: Virginia FOIA request: Wise County records about ILIA and the planned Norton center

Dear Ms. Mullins:

Under the Virginia Freedom of Information Act, Va. Code § 2.2-3704, I request copies of the following public records of Wise County, including the Board of Supervisors, the County Administrator's office and the County Attorney:

1. Communications between Wise County officials or staff and the Islamic Leadership Institute of America (ILIA), Ayman Nassar or their representatives.
2. Communications between Wise County and the City of Norton (including Mayor Joseph Fawbush, Vice Mayor Mark A. Caruso, Councilman Robert Fultz, Jr., Councilman Stacy Salyers, Councilman Chris Jones and City Manager Jeff Shupe) about ILIA, 702 Park Avenue NW, or a mosque, Islamic center or community center in Norton.
3. Communications between Wise County and the Virginia Department of Corrections, Delegate Terry G. Kilgore or Senator Todd E. Pillion about the same subjects.
4. Any grant, incentive, letter of support or agreement involving ILIA.

Date range: January 1, 2025 through the date of this request.

Record types: emails (including attachments, and including messages sent or received on personal email accounts when used for County business), text messages (SMS, MMS and iMessage), WhatsApp, Signal, Facebook Messenger and other social media direct messages, voicemails, call logs, calendar entries and meeting invitations, meeting notes, memos, letters, reports, presentations, photographs, maps, applications, forms and any audio or video recordings. Under Va. Code § 2.2-3701, a "public record" is any writing or recording "however stored, and regardless of physical form or characteristics," that is "prepared or owned by, or in the possession of a public body or its officers, employees, or agents in the transaction of public business." That includes messages on personal phones and personal accounts when they were used for County business, so I ask that each named official be asked to search those as well.

Search terms: records containing any of these words or names: "Ayman Nassar" or "Nassar"; "Islamic Leadership Institute of America," "Islamic Leadership Institute" or "ILIA"; any email address ending in "islamicleadership.org"; "702 Park Avenue," "702 Park Ave" or "702 Park Ave NW"; parcel "465-11-8-1"; "Park Avenue Associates"; "Community Empowerment Center," "SW VA Community Empowerment Center" or "Rural America Community Center"; "Islamic Center" or "Islamic Centers"; "mosque"; "masjid"; "Islam," "Islamic" or "Muslim"; "Aafia"; "CAIR" or "Council on American-Islamic Relations"; "Virginia Department of Corrections" or "VADOC"; "Red Onion"; "Wallens Ridge"; "Muslim Chaplain Services"; "Terry Kilgore," "Delegate Kilgore" or "Del. Kilgore"; "Todd Pillion," "Senator Pillion" or "Sen. Pillion".

Please provide the records electronically, by email or a download link, in the format the City keeps them (for example, emails as PDF or .msg/.eml files with attachments and the sender, recipients, date and time showing). If some records are ready before others, please send them as they are ready.

Under Va. Code § 2.2-3704(F), I ask for a written estimate of any charges before you search or copy anything. If the estimate is more than $[25], please contact me before going further so I can narrow the request. Because these records concern a matter of public interest in Norton, I also ask that you reduce or waive any charges. I understand Virginia law does not require a waiver.

If you withhold any record or any part of a record, please tell me in writing what was withheld and cite the specific Code of Virginia section for each category, as Va. Code § 2.2-3704(B) requires, and release the rest of the record with only the exempt part redacted, as Va. Code § 2.2-3704.01

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requires. If another public body has the records, please give me its contact information, as §
2.2-3704(B)(3) requires.

I am a citizen of the Commonwealth of Virginia. Thank you for your help. I look forward to your
response within five working days, as Va. Code § 2.2-3704(B) requires.

Sincerely,
[Your Name]
[Your Address, including city or county in Virginia]
[Your Phone] / [Your Email]
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Request 14. Circuit Court Clerk: the deed (not a FOIA request) (other agency)

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To: Dezarah J. Hall, Clerk of the Circuit Court, Wise County and City of Norton
Email: clerk@courtbar.org
Phone: (276) 328-6111
Mail or in person: 206 East Main Street (P.O. Box 1248), Wise, VA 24293

Subject: Request for copies of land records, 702 Park Avenue NW, Norton

Dear Ms. Hall:

I request copies of the following land records maintained by your office, which Va. Code § 17.1-208
makes open to inspection:

1. The deed conveying 702 Park Avenue NW, Norton (City of Norton tax parcel 465-11-8-1) from Park
Avenue Associates LLC to the Islamic Leadership Institute of America, Inc., recorded in or about
October 2026 (the City's GIS lists deed book 4406), with any plat or exhibit.
2. Any deed of trust, mortgage, lien, easement, lease or memorandum of lease recorded against the
property since January 1, 2025.
3. The prior deed into Park Avenue Associates LLC.

Please tell me the copy and certification fees before you make the copies. Plain (uncertified)
copies are fine.

Thank you,
[Your Name]
[Your Address]
[Your Phone] / [Your Email]
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What to do with what you get

- **Read it before you share it.** A single email can be misread without the reply that came after it. Look for dates, who was copied, and what was actually decided.
- **Check it against the public record.** Compare what you get with council minutes, news reports and our investigation. If a record contradicts something an official said in public, note both, with dates.
- **Protect private people.** Before posting anything, black out home addresses, personal phone numbers, personal email addresses, and the names of private citizens who wrote to council or spoke at a meeting. Officials acting in their public role are fair to name; their neighbors are not. Never post anything about a person held in a state prison.

- **Don't add to it.** Post the record as you received it, with the date of the response and the request number. Don't crop out parts that change the meaning.
- **Share it back.** Send copies to others working on this so nobody pays for the same records twice. If a request gets denied, delayed or priced high, share that too; it's part of the story.
- **Ask follow-ups.** Records often name other records, such as an attachment that wasn't included or a meeting that wasn't on the calendar. Each one is a new, narrower request.

Laws cited in this guide

All sections were read on the Virginia Law website on November 25, 2026.

Section	What it says, in short	Link
§ 2.2-3700	FOIA's purpose; to be read in favor of access	https://law.lis.virginia.gov/vacode/title2.2/chapter37/section2.2-3700/
§ 2.2-3701	Defines "public records," "public body" and "meeting"	https://law.lis.virginia.gov/vacode/title2.2/chapter37/section2.2-3701/
§ 2.2-3704	Who can ask; five working days; seven-day extension; costs, estimates and deposits	https://law.lis.virginia.gov/vacode/title2.2/chapter37/section2.2-3704/
§ 2.2-3704.01	Must redact only the exempt part and release the rest	https://law.lis.virginia.gov/vacode/title2.2/chapter37/section2.2-3704.01/
§ 2.2-3704.2	Every public body must name a FOIA officer	https://law.lis.virginia.gov/vacode/title2.2/chapter37/section2.2-3704.2/
§ 2.2-3705.1	Exemptions for personnel, legal advice, contract negotiations and more	https://law.lis.virginia.gov/vacode/title2.2/chapter37/section2.2-3705.1/
§ 2.2-3705.2	Exemptions for security information	https://law.lis.virginia.gov/vacode/title2.2/chapter37/section2.2-3705.2/
§ 2.2-3705.7	Exemption for working papers of the mayor, governor and General Assembly members	https://law.lis.virginia.gov/vacode/title2.2/chapter37/section2.2-3705.7/
§ 2.2-3706.1	Police records: criminal incident information and investigative files	https://law.lis.virginia.gov/vacode/title2.2/chapter37/section2.2-3706.1/
§ 2.2-3707	Minutes and recordings of open meetings are public records	https://law.lis.virginia.gov/vacode/title2.2/chapter37/section2.2-3707/
§ 2.2-3711	The limited reasons for closed sessions, including (A)(8) legal advice	https://law.lis.virginia.gov/vacode/title2.2/chapter37/section2.2-3711/
§ 2.2-3712	Closed-session motions and certification votes	https://law.lis.virginia.gov/vacode/title2.2/chapter37/section2.2-3712/
§ 2.2-3713	Going to court to enforce FOIA	https://law.lis.virginia.gov/vacode/title2.2/chapter37/section2.2-3713/
§ 17.1-208	Circuit court clerks' records open to inspection; copies for a fee	https://law.lis.virginia.gov/vacode/title17.1/chapter2/section17.1-208/
§ 58.1-3	Confidentiality of certain tax information	https://law.lis.virginia.gov/vacode/title58.1/chapter1/section58.1-3/

How we built this guide

We read the City of Norton's FOIA page, the Virginia Department of Corrections and Wise County FOIA pages, the Norton and Wise County circuit clerk's site, and the Virginia House and Senate member pages on November 25, 2026, and we read each Code section cited on the official Virginia Law website. Names and contacts for city offices come from the city's online staff directory on that date. The facts about the zoning letter, the city manager's statement and the October 20 meeting come from news reports and city minutes cited in our investigation. We have not sent any of these requests ourselves, and we can't promise what any office will release. This is a guide for residents, not legal advice.

Sources

1. Cardinal News, Jeff Lester, "Plans to open an Islamic center in Norton have caused an uproar; nothing has been approved by city officials," Oct 27, 2026. https://cardinalnews.org/2026/10/27/plans-to-open-an-islamic-center-in-norton-have-caused-an-uproar-nothing-has-been-approved-by-city-officials/
2. Cardinal News, Jeff Lester, "An Islamic institute has closed on its purchase of a building in downtown Norton...," Oct 29, 2026. https://cardinalnews.org/2026/10/29/an-islamic-institute-has-closed-on-its-purchase-of-a-building-in-downtown-norton-and-is-proceeding-with-opening-a-community-center-there-its-founder-said/
3. City of Norton, minutes of the Oct 20, 2026 council meeting (in the Nov 10, 2026 packet). https://www.nortonva.gov/ArchiveCenter/ViewFile/Item/3380
4. City of Norton, "Freedom of Information Act." https://www.nortonva.gov/89/Freedom-of-Information-Act
5. City of Norton, Staff Directory. https://www.nortonva.gov/directory.aspx
6. Virginia Department of Corrections, "Virginia Freedom of Information Act." https://vadoc.virginia.gov/general-public/freedom-of-information-act
7. Wise County, "Freedom of Information Act (FOIA)." https://www.wisecounty.org/248/Freedom-of-Information-Act-FOIA
8. Wise County, "County Administration" and staff directory. https://www.wisecounty.org/170/County-Administration
9. Clerk of the Circuit Court, Wise County and City of Norton, "About Us" and "Contact Us." https://courtbar.org/ and https://courtbar.org/contact-us/
10. Virginia House of Delegates, Delegate Terry G. Kilgore, 45th District. https://house.vga.virginia.gov/members/H0056
11. Senate of Virginia, Senate Members: District Descriptions (District 6, Todd E. Pillion). https://senate.virginia.gov/Senator/DistrictDescriptionListing.php
12. City of Norton, "Election Terms" (9th Congressional, 45th House and 6th Senate districts). https://www.nortonva.gov/118/Election-Terms

13. Virginia Department of Elections, "Supreme Court of Virginia Voids April 21 Redistricting Referendum," May 8, 2026. https://www.elections.virginia.gov/news-releases/supreme-court-of-virginia-voids-april-21-redistricting-referendum.html
14. Coraggio, "The Man Behind 702 Park Avenue," November 25, 2026. https://aguyonx.com/investigations/ayman-nassar-norton-islamic-center-2026
15. ILIA, "Islamic Studies Distance Learning" (prison program with Muslim Chaplain Services of Virginia). https://pep.islamicleadership.org/home/programs/islamic-studies-distance-learning

