

Prison Letters Project Intake Form

The Prison Letters Project seeks to highlight and spread awareness of claims of injustice by people who are, or have been, incarcerated and their loved ones—including claims of wrongful conviction, excessive sentences, and other wrongs in the handling of criminal cases. We hope that shining a light on individual cases may help to attract the attention of advocates, journalists, lawyers, and the general public.

The Prison Letters Project does not provide legal representation. We can't give legal advice about your case. Completing this form does not create an attorney-client relationship. Any information you provide on this form or documents you send us—including anything that could be seen as incriminating, or in any other way unfavorable to you—is not protected from disclosure by attorney-client privilege. Any such information and documents may be shared with third-parties or the public.

If you give us permission to publish information you send us online, we will only use your initials to identify you. Please be aware that—in some cases—that may be enough for readers to learn your identity.

You can send us this form at: Prison Letters Project, c/o Emily Bazelon, Yale Law School, 127 Wall Street, New Haven, CT 06511. If the cost of copying or mailing material presents a hardship, let us know and we can reimburse you up to \$15. Please write to us if this is the case—we will reimburse you for the amount you pay for copying and postage, or provide you the funds you need if you do not have enough.

Our email address is prisonlettersproject@yale.edu. If you are incarcerated at a facility that allows the use of JPay, you can reach us

at the username prisonlettersproject@yale.edu. You can also reach us at prisonlettersproject@yale.edu on GTL and CorrLinks.

Note: Please feel free to leave any of the blanks in this form incomplete if you don't know or are not comfortable answering.

Please do not attach more than 10 extra pages unless you feel it is absolutely necessary to explain your story to us. Given the number of individuals who write to us, we are unable to review voluminous attachments. We mention this because we do not want you to have to face the unnecessary difficulties of extra expense and effort.

I. Background Information

1. Name

2. Do you want to be reimbursed for copying and postage?

Yes / No

3. If you want to be reimbursed, do you have a JPay Account?

Yes / No

4. What is the amount of the expenses you are requesting reimbursement for? (The maximum is \$15.)

5. If you want to be reimbursed and do not have a JPay Account, what is the best way for you to receive reimbursement?

6. Current mailing address

7. Phone number (if not incarcerated)

8. Preferred language

9. Race or ethnicity

10. Email address (if any)

11. Other messaging service contact information (such as JPay, GTL, or CorrLink):

12. Preferred method of communication:

13. Prisoner identification number (if applicable)

14. Date of birth

15. Educational background

II. Basic Information Concerning Your Case

16. Offense or offenses you were convicted of

17. Docket or case number

18. Location in which you were convicted (i.e. "Nutmeg County, Nutmeg State")

19. Court in which you were convicted (i.e. "Nutmeg Superior Court")

20. Date of conviction

21. Sentence imposed

22. Projected release date (if applicable)

23. Were you convicted following a trial or by plea?

24. Name of judge presiding over trial and/or sentencing?

25. Name of the trial prosecutor and their office (i.e. "Jane Doe, Nutmeg County District Attorney's Office")

26. Did you have any codefendants? If so, what are their names?

27. Are you currently represented by an attorney? If so, what is their name, address, and phone number?

III. **Tell us what you want us to know about your case.** Include the facts you think are important and compelling. If you can, include dates and legal claims you think you might have. It's also helpful if you can tell us what is NEW information or evidence SINCE your trial or guilty plea. If you have a prior criminal history that's relevant to your present situation, it could be helpful to include. (For this answer or any below, feel free to attach separate sheets of paper. If possible, please stay within 2-3 pages. **Please do not attach more than 10 extra pages unless you feel it is absolutely necessary to explain your story to us. Given the number of individuals who write to us, we are unable to review voluminous attachments. We mention this because we do not want you to have to face the unnecessary difficulties of extra expense and effort.)**)

IV. Appeals and Post-Conviction

28. Was your conviction appealed, and/or were any post-conviction motions filed? If so, tell us what you can about your appeal and/or post-conviction motions. If possible, tell us the court in which the appeal/motion was filed, the issues, the decision, the date of the decision, citation to the decision (if any), and the docket number. Feel free to include more than one appeal/post-conviction motion or just the latest one.

29. Have you applied for a pardon or clemency? If so, what was the result?

V. **Parole**

30. Have you made any appearances before a parole board? If so, when and what was the result?

31. Do you have any parole board appearance in the future? If so, when?

VII. Signature and Consent to Share and Publicize Information

I authorize the Prison Letters Project to share this information, and any documents I have sent to the Project, with third-parties, including advocates, journalists, lawyers, and the general public. I understand that this may include publishing the information I have sent on the Internet.

Additionally, I understand that the Prison Letters Project **does not** provide legal representation, and **is not** able to provide legal advice on my case. I understand that completing this form **does not** create an attorney-client relationship. I also understand that any information I have provided on this form or any documents I send to the Project—including anything that could be seen as incriminating, or in any other way unfavorable to me—**are not** protected from disclosure by attorney-client privilege. I understand that any such information and documents could be shared with third-parties or the public.

Name

Signature

Date