

Prison Letters Project **Pre-Trial Intake Form**

The Prison Letters Project seeks to highlight and spread awareness of claims of injustice by people who have been subjected to criminal prosecution and their loved ones. We hope to be able to connect people like you to advocates and others who may be interested in your stories.

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 this sounds okay to you, we welcome hearing from you.

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. Inmate identification number (if applicable)

14. Date of birth

15. Educational background

II. Basic Information Concerning Your Case

16. Offense or offenses you are charged with

17. Docket or case number

18. Location in which you are being prosecuted (i.e. "Nutmeg County, Nutmeg State")

19. Court in which your case is pending (i.e. "Nutmeg Superior Court")

20. Name of judge assigned to your case

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

22. Do you have any codefendants? If so, what are their names?

23. 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 details about the prosecution's alleged evidence against you. Please keep in mind that anything you disclose here could be used by the prosecution office in prosecuting your case.** We don't share any information about you with the prosecution, but information you put on this form could be viewed by officials at the facility you're at, or even be subpoenaed. Include the facts you think are important and compelling. If you have a prior criminal history that's relevant to your present situation, it could be helpful to include. (For this answer or the next, feel free to attach separate sheets of paper. If possible, please stay within 2-3 pages.)

V. **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, such as potential advocates.

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