OFFENDER REQUEST FOR LEGAL MATERIALS

I, _____, _____, _____, request the
PRINT NAME DOC # FACILITY
following information for the purpose of securing legal redress:

Cases requested (MUST USE PROPER CITATION):

_____

_____

I desire: □ First Page Only □ Entire Case

I am represented by counsel? □ Yes □ No

The requested material is needed for a court imposed, or procedural (court rule), deadline? □ Yes □ No

If yes, indicate deadline and rule number citation:_____
(PROOF OF DEADLINE MUST BE PROVIDED TO THE LAW LIBRARY SUPERVISOR)

I certify that the information requested is for my use only, and that it pertains to an issue of which I am a party involving conditions of confinement or my convictions. I understand that in accordance with OP-030115, I will be charged for all materials received at a rate of twenty five cents per page, and that this form is also a request for disbursement of funds from my trust fund draw account. I understand that if I do not have funds available to cover the costs related to a court-imposed or rule-imposed deadline, the amount will be collected as the funds become available.

_____ _____
OFFENDER'S SIGNATURE DATE/TIME

OFFICE USE ONLY

LAW LIBRARY SUPERVISOR'S APPROVAL AND VERIFICATION:

Date Request sent to the Office of the General Counsel: _____
DATE/TIME

_____ _____
LAW LIBRARY SUPERVISOR'S SIGNATURE DATE

OFFICE OF THE GENERAL COUNSEL'S APPROVAL AND VERIFICATION:

Date Request received by the office of the General Counsel: _____
DATE/TIME

Date Material returned to Law library Supervisor:_____
DATE/TIME

Amount to be deducted from offender's trust fund draw account:

_____ X $.25 = $_____
NUMBER OF PAGES TOTAL

_____ _____
OFFICE OF THE GENERAL COUNSEL STAFF DATE