# Parole Representation Checklist

1. Review original documents received from client.
2. Initial computer search for information about potential client and case:
	1. Westlaw/Google case and news search
	2. VaDOC inmate locator
	3. Lexis Public Records Search
	4. Parole Board prior decisions (on website)
3. Decide whether to request additional information; send letter:
	1. declining representation or
	2. requesting additional information
		1. Request infraction history
			1. Request an explanation for infractions, with a focus on the last several years
		2. Request COMPAS Assessment from client
			1. The client has to request the scores, DOC will not release COMPAS Scores to 3rd parties
4. Scan all docs received from potential client (ongoing responsibility)
	1. Final decision on representation; send representation agreement if yes.
5. Request PSR from Va. Parole Board
	1. Start with Laura Hall, the Parole Board Administrative Assistant, Laura.Hall@vpb.virginia.gov
	2. If not available, try to contact the original attorney for their file.
6. Make appointment to interview client:
	1. Receive additional documents
	2. Discuss representation agreement and get it signed if accepting the case
	3. Request DOC institutional records during visit
	4. Request information about co-defendants
	5. Gather information re: Miller factors
	6. Gather information re: supporters for Board appointment
	7. Ask about classification, COMPAS, and current numerical score
	8. Gather information about substance abuse, mental health, and trauma history (home environment)
	9. Gather information about protective factors
	10. Gather information about history of incarceration and in which facilities and for how long.
	11. Gather information about programming, education, and job history
	12. Are there former or current employers who would support or supply evaluations?
	13. Ask about prior denials and meetings with investigator
	14. Ask about acceptance of responsibility and how they have done that
	15. Ask them to prepare victim impact statement
7. If client is accepted, schedule Board Appointment
	1. Consider strategically with whom to request the meeting
8. Obtain court file from court(s) of conviction
	1. Scan file
	2. File petition and proposed order for waiver of fee for copy of file docs
9. Contact client supporters and other witnesses (family, employers, etc.)
	1. Interview as necessary;
		1. Supporters can be a streamlined way to get information
	2. Document home plan (photos of home, community, job site, etc.)
	3. Consider whether to create a video about client.
10. Create Parole Board packet
	1. Include a Memorandum with any necessary supporting documents in an appendix:
		1. The memo should be tailored to the client’s unique circumstances
		2. Include documents, photos that humanize the client
		3. Include Miller factors
		4. Include transition plan
		5. Focus on any re-entry courses client has completed: victim impact and thinking for a change
		6. Include documentation of offers of employment
		7. Include COMPAS score and classification level
		8. Include a comparison to other individuals who have been granted parole
		9. Create a PPT presentation for the Board appointment
		10. Include victim impact statement
11. Revisit client to prepare them for Parole interview
12. Finalize Parole Board Packet
13. Identify Board Appointment witnesses; prepare them for appointment
	1. Advise them about best practices for the appointment: muting until speaking, dressing appropriately, limiting how many people will participate
	2. Conduct a mock-hearing with the witnesses
		1. Practice with limited time for each witness, expect 15 minutes at most for all witnesses after our presentation.
		2. Advise witnesses on finding an appropriate location from which to join the hearing, stable wifi as needed
		3. Encourage them to prepare an outline of comments
14. Board Appointment
15. Conduct a debrief with supporters after appointment
16. Communicate with client following Board Appointment
	1. Describe Board Appointment
	2. Advise about likely next developments
	3. Warn about potential pitfalls, need to retain documents etc.
17. If parole denied, consider an appeal.