



## INSTRUCTIONS FOR COMPLETING LEGAL RESEARCH REQUEST FORM

TO HELP US PROVIDE THE INFORMATION YOU ARE REQUESTING IN A TIMELY MANNER, PLEASE CAREFULLY COMPLETE THE FOLLOWING STEPS:

1. PRINT IN ENGLISH AND AS DARKLY AND CLEARLY AS YOU CAN, YOUR NAME, JAIL IDENTIFICATION NUMBER AND HOUSING UNIT SO THAT THE INFORMATION WE SEND WILL BE RETURNED TO YOU AS QUICKLY AS POSSIBLE.

2. IF YOU ARE COURT CERTIFIED AS "PRO PER" or "PRO SE" (REPRESENTING YOURSELF) ANSWER "YES" TO THAT QUESTION. IF YOU HAVE A SCHEDULED COURT DATE, PLEASE WRITE THAT DATE IN THE SPACE LABELED "NEXT COURT DATE." PRIORITY IS GIVEN TO REQUESTS MADE BY PRO SE INMATES AND TO CASES WITH IMMEDIATELY APPROACHING COURT DATES.

3. YOU DO NOT HAVE TO TELL US WHAT YOU ARE CHARGED WITH; HOWEVER, THE MORE INFORMATION YOU PROVIDE IN THE BLANKS THAT APPLY TO YOU, THE MORE USEFUL THE INFORMATION WILL BE THAT YOU RECEIVE. FOR EXAMPLE: IT HELPS US TO KNOW WHETHER YOUR CASE IS FEDERAL (UNITED STATES GOVERNMENT), STATE (CALIFORNIA OR OTHER) OR LOCAL GOVERNMENT AGENCY (SUCH AS A COUNTY).

4. YOU MAY REQUEST UP TO FIVE ITEMS ON EACH FORM. YOU WILL BE PROVIDED WITH ONLY THE FIRST FIVE ITEMS REQUESTED. IF YOU REQUIRE MORE THAN FIVE ITEMS, PLEASE FILL OUT AN ADDITIONAL REQUEST FORM FOR EACH 5 ITEMS REQUESTED.

5. WHEN INDICATING THE INFORMATION YOU REQUIRE IN THE BLANK LINES AT THE BOTTOM OF THE FORM, ASK FOR SPECIFIC CASES OR CODE SECTIONS WHENEVER POSSIBLE. IF YOU ARE UNSURE OF WHICH CASES OR CODES TO REQUEST, YOU MAY REQUEST GENERAL LEGAL INFORMATION ABOUT THE TOPIC THAT CONCERNS YOU, SUCH AS BURGLARY OR ROBBERY. PLEASE NOTE: THIS SERVICE IS FOR INFORMATIONAL PURPOSES ONLY. NO LEGAL ADVICE WILL BE PROVIDED.

- IF YOU WANT INFORMATION ABOUT A SPECIFIC CASE, PLEASE PROVIDE AS MUCH INFORMATION AS YOU CAN SUCH AS CASE NAME, CITATION AND YEAR OF DECISION. FOR EXAMPLE, PEOPLE vs. SMITH, 10 Cal App. 4<sup>th</sup> 120, (1997).
- IF YOU WANT TO SEE A PARTICULAR LAW OR STATUTE, YOU MAY ASK FOR IT BY SPECIFIC REFERENCE SUCH AS Penal Code 459; OR BY SUBJECT, FOR EXAMPLE: "LAWS OR CODE SECTIONS ABOUT BURGLARY."
- IF YOU WANT TO RECEIVE GENERAL LEGAL INFORMATION ABOUT A TOPIC THAT CONCERNS YOU, ASK FOR INFORMATION BY NAMING THE TOPIC, FOR EXAMPLE: PAROLE VIOLATIONS, PROBATION, DIVORCE, CHILD CUSTODY, ETC.

6. PLEASE DO NOT WRITE IN THE MARGINS OR ON THIS SIDE OF THE FORM.