**Commutation Process Client Support Timeline**

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| **TIME FRAME** | **PROCESS STEPS** |
| **>12 months prior to merit review** | Meet and get to know client, case, and what kind of support client needs with the process. |
|  | Assist client in refining their commutation packet. This may include:   * reviewing drafts of personal statement * thinking through who can provide letters of support and employment * discussing strengths and challenges and how to bring community resources into the commutation packet and process |
|  | Check in with client by phone or connect network every 2-3 months at least. |
| **12 months up until two weeks before merit review \*** | Assist client in gathering letters of support and potential employment. \*At time emerging letters of support and offers of employment shall be submitted to the Board up until two weeks before public hearing. |
| **Approximately 6-12 months before merit review** | Discuss with Amistad team whether to refer client to Drexel’s community lawyering clinic for additional support.  If you decide to refer, contact Lauren Katz Smith to make referral. Liaise with Drexel team and client as needed to get them connected. |
| **From application submission up until two weeks before merit review\*** | Client submits letters of support and any supporting materials to the Board of Pardons. Amistad submits any letters of support or supporting materials to the Board of Pardons that Amistad staff directly solicited or gathered. Letters and materials can be submitted as they are gathered however sometimes letters that are significantly old (over a year) may need to be re-dated and signed to show that support is current \*At times emerging letters of support and supporting materials shall be submitted to the Board up until two weeks before public hearing. |
| **DOC assigns staff to client’s case, ~6 months prior to merit review** | Schedule legal call with client to discuss issues/updates/concerns. |
| **Weeks leading up to merit review** | Check in with client regularly to provide support and answer questions. Alert client when they are listed for merit review. |
| **MERIT REVIEW** |  |
| **Post-merit review, if client is approved for public hearing:** | If client is approved at merit review, meet with client 1-2x/week (or more as needed) to prepare for BOP interview.  Note: In person interview prep is preferred, if possible. If client is located at an SCI that is not in the Philly area, try to schedule at least one or two in-person interview prep dates leading up to the public hearing. |
| **3 weeks prior to client’s BOP interview** | Coordinate with Amistad staff to make arrangements to attend client’s BOP interview at SCI Camp Hill. Contact DOC Commutation Case Specialist to confirm plans to attend interview and access. |
| **Post merit review, if client is denied a public hearing:** | If client is denied at merit review, discuss whether they want to apply for reconsideration and options |
| **BOP INTERVIEW &**  **PUBLIC HEARING** |  |
| **Post public hearing, if client is denied for commutation:** | If client is denied at merit review, discuss whether they want to apply for reconsideration and options. |
| **Post public hearing, if client is approved for commutation :** | Check in periodically with the Board of Pardons and the Governor’s office regarding progress of the approved commutation recommendation by Office of General Counsel and whether application has been put on the Governor’s desk for a signature. |
| **Post commutation for non-life without parole sentenced individuals, if client is approved for commutation :** | Once commutation has been approved for people not sentenced to life without parole who have been commuted to a sentence which requires them to be paroled, we support our clients at the parole board. |