

Ohio Governor's Expedited Pardon Project

CLEMENCY CLIENT CHECKLIST

A collaboration between the Drug Enforcement and Policy Center at The Ohio State University Moritz College of Law, the Reentry Clinic at The University of Akron School of Law and the Office of Ohio Governor Mike DeWine

Information that is required for the completion of your clemency application:

1. Documents for your Ohio offenses (You will list all arrests and convictions on your application)
 - a. Police reports for all cases. (You can obtain police reports from the police department involved in your case. Occasionally, especially in cases that are more than 20 years old, police reports may no longer exist.)
 - b. If your conviction is a felony, you must have the indictment and sentencing entry. (Indictment refers to a document that explains what you were charged with. It will have the title "indictment." The sentencing entry refers to a document that explains what type of punishment you were sentenced to after conviction. It will be signed by the judge and titled "sentencing entry" or "journal entry." Both documents can be obtained from the court where you were tried and sentenced by contacting the clerk of court. Occasionally, especially in cases that are more than 20 years old, court records may no longer exist. In those cases, please ask the clerk of court to provide you with a written statement that the requested records can no longer be located.)
 - c. If the conviction is a misdemeanor, you must have the complaint and the sentencing entry. (Same as above, except in misdemeanor cases there is no indictment, but rather a complaint document. Both documents, complaint and sentencing entry, can be obtained from the court that processed your case by contacting the clerk of court. Occasionally, especially in cases that are more than 20 years old, court records may no longer exist. In those cases, please ask the clerk of court to provide you with a written statement that the requested records can no longer be located.)
2. If you have juvenile offenses or offenses in other states, some documentation listing the name of the crime and the conviction date.
3. Employment history for the past five years, including:
 - a. Employer
 - b. Employer's address and phone number
 - c. Employment status
4. Community/Volunteer Service
 - a. Write a short paragraph about each volunteer program or community service activity in which you participate.
 - b. In each paragraph, you should at least state your role in the volunteer work, how you help the people there, and what you have learned from volunteering.
5. Reason you are requesting clemency.
 - a. You will need to write a letter addressed to the Governor
 - b. Should be between 1 - 2 pages in length.
 - c. This letter will include the following:

- i. The crimes that you committed including all the details of the crime and recognition of the harm caused by your offenses to victims and/or the community as a whole.
 - ii. The hardship that you are experiencing because the crime is on your record and how a pardon will help.
 - iii. How you have changed since you committed your offenses and what you have been doing since your release from supervision.
 - iv. Concrete reasons for why you are applying for a pardon - i.e. career advancement, ability to volunteer, ability to travel, etc.
6. All diplomas or other documents that show the positive changes in your life.
7. Letters of support
 - a. You will need to collect letters of support from family/friends/co-workers.
 - b. We will discuss the content and number with you.
8. If you have a drug or alcohol conviction, or arrest, you may need to do an assessment and drug test at a treatment facility convenient to you.