

# PRISONER LEGAL SERVICES REQUEST FORM

Prisoner Legal Services provides incarcerated persons with legal information and direct services. Use this form if you have a legal problem or a legal question. Use a general action request for non-legal problems.

**NOTE: If you have a tablet, do not use this form. Submit your request on your tablet. Use the legal request form located under the legal tab of the course and content library. After submitting your request, please check the messenger app on your tablet. We may send a response to you there.**

**See the back of this form for important information on the below listed topics.**

1. Legal Research Materials/Other Information
2. Legal Mail/Copies/Filings
3. Attorney Issues
4. Sentence Information/Release Date Issues
5. Conditions of Confinement Issues/Jail Policies and Rules
6. Notary Services
7. 1381s/Warrants/Holds/Detainers/Traffic Tickets
8. Parole/Probation/PRCS/Mandatory Supervision
9. Marriages/Divorces
10. Incarcerated Parent Information/Child Support/Power of Attorney for Childcare, etc.
11. Housing/Evictions
12. Voting

**Today's Date:** \_\_\_\_\_

**Full Name:**

**Jail and Housing Location:**

## Six Digit SF#

**Attorney:**

**Please tell us about the information/assistance you need below. Be specific. Provide all of the details you can.**

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**1. Legal Research Materials/Other Information:** You can request printed legal materials on almost any area of the law, as well as information to help you plan for reentry. We maintain a large bank of topic guides that include reliable legal sources. These guides cover crimes, criminal procedure, defenses, evidence, jail rules and policies, issues affecting incarcerated parents, and reentry planning. We also provide forms and instructions to help you protect your rights and ask for review or other remedies when possible. Be specific when requesting these. Different forms are used depending on the particular issues raised and parties named.

**2. Mail/Copies/Filings/Supplies:** **Mail:** PLS will send your legal, official, or drug program correspondence free of charge. You can give us pre-addressed mail through the jail mail system or ask us to pick it up. Mail is sent through our postal meter. We cannot provide stamps. **Copies:** PLS can make copies of any legal or official materials upon request. **Filings:** PLS can file documents for you and will keep a copy in our office for your records. **Supplies:** PLS provides paper, pens, and envelopes for legal or official correspondence to people who are representing themselves in a pending criminal case (in pro per) or who are indigent (trust account balance under \$10). If you qualify, you may request these materials from PLS.

**3. Attorney Issues:** If you've been arraigned and don't know who your attorney is, call the Public Defender's Office at 415-553-1671, or ask us to look it up for you on the reverse side of this form. If you can't reach your attorney by phone, write a letter explaining your concerns to: Public Defender's Office, 555 7th Street, San Francisco, CA 94103. If you need contact information for a private attorney, details about the attorney-client relationship, or have another attorney-related question, you can also request that information on the reverse side. Please remember that most attorneys have heavy caseloads and may not be able to respond as quickly as they would like.

**4. Sentence Information/Calculation Issues:** After you are sentenced to county jail, you will receive a copy of your court commitment and release date calculation sheet. If you have questions about your sentence, sentencing credits, or possible release date—or if you believe there is a mistake in your calculation—please describe the issue on the reverse side of this form and send it to PLS. Milestone credits are calculated and certified by the programs and records departments.

**5. Conditions of Confinement and Jail Policies:** If you need information about jail rules, policies, or laws, please note this on the reverse side of the form. If you're having a problem with your conditions of confinement, first submit a request form to your housing deputy. If that doesn't resolve the issue, file a grievance and keep a copy for your records. If your problem remains unresolved after filing a grievance, describe the issue on the reverse side and PLS can help you seek administrative or legal redress. If the matter is sensitive and you prefer to speak with us privately, you may also request a visit.

**6. Parole/Probation/PRCS/MS:** **Parole:** If you are on parole supervised by CDCR, direct all questions to your parole agent. San Francisco Parole Contact Information: San Francisco 1, 1727 Mission St., 1st Floor, San Francisco, CA 94103, Phone: (415) 703-3164. Include Jail ID #, CDC #, date of birth, and full name in all inquiries. **Minor Violations:** Your parole agent may return you to jail for a "flash incarceration" of 1-10 days without a hearing. **Serious Violations:** You have the right to a probable cause hearing within 10 business days after being served with a notice of charge. An attorney will be appointed to represent you. **If Revoked:** You may be returned to prison for up to one year, or sentenced to serve time in jail as follows: **Felonies:** up to 6 months, **Misdemeanors:** up to 90 days, **Serious disciplinary offenses:** up to 30 days. **Probation, PRCS, MS:** For questions contact: Adult Probation Department, 945 Bryant St., San Francisco, CA 94103. San Francisco, CA 94103, Phone: (628) 652-2100. Include your Jail ID #, date of birth, and full name in all inquiries. If you are in custody for a probation, PRCS, or MS revocation, an attorney will be appointed to represent you at arraignment, and a supplemental report will be ordered. **For Probation Revocations:** You may be sentenced up to the maximum time allowed for your underlying offense. **PRCS Violations:** **Minor violations:** Your officer may impose a flash incarceration of 1-10 days without a hearing. **Serious violations:** The maximum return to custody is 180 days. **MS:** You may be ordered to serve the remainder of your sentence in jail or have your supervision reinstated.

**7. 1381s/Warrants/Holds/Detainers/Traffic Tickets:** **1381s:** PC §1381 allows sentenced persons to demand sentencing on pending criminal and ISS probation revocations in another county. The other county has 90 days from the date of receipt to either bring the prisoner to trial or, upon motion, to dismiss the charge. PLS will file a 1381 for eligible persons. To file a 1381, request 1381 assistance on the front of this form. **Warrants, Holds, Detainers:** A warrant check is run at booking and just prior to release. If you were booked on a warrant at the time of your arrest, you will receive a notification on your charge sheet and again between 2-10 days after you are sentenced. Traffic tickets usually do not show up on warrant checks. **PLS WILL NOT DO WARRANT CHECKS.** **Traffic Tickets:** Vehicle Code § 41500 allows persons sentenced to state prison or to serve a state prison term in county jail (pursuant to PC1170(h)) to dismiss fines and fees associated with pending nonfelony moving violations. If you are not sentenced to state prison/1170(h) and are experiencing financial hardship and do not wish to contest a citation, you may be eligible for a reduction in fines/fees for traffic offenses by filing an "ability-to-pay" petition. If you meet the qualifications for a § 41500 or an ability-to-pay petition, PLS may be able to assist you in requesting available relief. Request this assistance on the reverse.

**8. Notary Services:** PLS may be able to assist you with notarizing documents or creating a power of attorney (POA). A POA allows people on the outside to handle important matters for you like banking or temporary childcare. Request notary services on the reverse. **Note: Our POA forms do not work for government benefits such as GA and SSI.**

**9. Marriages/Divorces:** You have a right to get married or divorced while you are in jail but it can be difficult. **Marriages:** Non-contact marriages can be conducted at your jail facility, but not between two incarcerated persons. Request more information on the reverse. Submit a request to religious services to start the process. **Divorces:** PLS can provide you with information about divorces, and we can file any legal forms you want filed, but we CANNOT advise or otherwise assist you in the process.

**10. Incarcerated Parent Information:** **Child Support:** Your child support obligation is suspended automatically during a period of incarceration lasting more than 90 consecutive days, provided you don't have the means to pay. The suspension applies to current payments, not existing arrears, and payments resume 10 months after release, at which point a modification hearing is required to determine the new payment amount. **Child Custody:** PLS cannot represent you in a child custody matter and you will not be transported to child custody hearings but a Zoom appearance may be arranged. If you have a CPS case, you must contact your dependency attorney or your child's social worker. You do have a right to be at any hearing regarding the termination of your parental rights. Your dependency attorney will arrange your appearance. **Child Care/Decision-Making:** You can designate someone to provide care and make decisions about your child on your behalf while incarcerated. Request notary services on the reverse.

**11. Housing/Evictions:** If you have been served with eviction papers or believe you may be soon, PLS may be able to help. On the front of this form, provide **your address, landlord's name and contact information, and let us know if you have already been served with a 3-day notice to quit and/or with an unlawful detainer complaint.**

**12. Voting:** The majority of people in county jail are eligible to vote while in custody. To vote in California elections you must be: 1. a US citizen, 2. a resident of California, 3. at least 18 years old on election day, 4. not currently found mentally incompetent to vote by a court, and 5. not currently serving a state/federal prison sentence for the commission of a felony. Request more information on the reverse.

