

## Parole Grant Hearing Representation

### About

The Washington Lawyers' Committee ("WLC") works to locate free legal representation at parole grant hearings for individuals who meet the following criteria:

1. You are serving time on a DC Code offense, and
2. You have not previously been paroled on the offense, and
3. You are eligible for a parole grant hearing in 2024.

We cannot guarantee that we can find assistance for everyone who requests it, but we will try our best.

### What to include

If you are looking for free legal representation for a 2024 DC parole grant hearing, please contact us as soon as possible and include the following information:

- The enclosed Parole Questionnaire,
- Your Judgment and Commitment Order(s),
- Your most recent BOP Sentence Monitoring Computation Data form,
- Your most recent BOP Progress Report,
- Your most recent BOP PATTERN score report,
- BOP Inmate Profile,
- A printout of your complete program, education, work, and psychology programming history,
- A printout of your complete Discipline Record,
- Discipline Hearing Reports, Appeals, and responses for any 100-series and 200-series you received in the last 10 years,
- History Work Detail,
- Custody Classification Form,
- Reentry Services Application and Interview, Individualized Reentry Plan Program Reviews, or any other BOP records that discuss your reentry plan,
- If you believe you have a medical condition or mental health disability that may impact parole, please send relevant records,
- Information about any past criminal convictions both in DC and elsewhere,
- All documents relating to past parole hearings including:
  - Hearing Examiner, Reviewer, and Commissioner Notes
  - Worksheets filled out by the Hearing Examiner
  - Audio recordings of past parole hearings
  - Notices of Action

- If you have family or friends that support your application for parole and it is okay for an attorney to reach out them, please provide us with their contact information,
- Are you working or have you worked with an attorney on IRAA/Second Look, or DC Compassionate Release petition? If so, have you talked with this person about parole? If you have counsel assigned and you are okay with us reaching out to this attorney to see if they can also assist you with parole, please give us written permission to do so and include their contact information.
- Any other information used to determine your parole suitability

### Type of Representation

Prior to the pandemic, the attorney always appeared in-person with their client at their parole grant hearing. The attorney would travel to the client's facility and be present in the room with them. Since the start of the pandemic, the Parole Commission and the BOP have allowed, or in some instances required, the parole attorney to appear remotely. This means the attorney provides representation through the phone or by video (if possible) and does not travel to the prison. We are not sure what the future looks like and if the Parole Commission and the BOP will continue to allow or require attorneys to appear remotely. We also do not know if attorneys and their law firms will be comfortable with travel. Before we try to locate an attorney to assist you with your parole grant hearing, we would like to know which form of representation you are ok with. When you respond to my office, please let us know the following:

- If you only want us to look for an attorney who commits to traveling to the facility to represent you in-person,
- If you want us to look for an attorney who may appear by telephone, video, or in-person depending on the circumstances.

Please indicate your preference on the **Parole Questionnaire**.

### Programming

The Parole Commission often cites specific programs they like individuals to complete prior to release. If you have not completed the programs listed below (or completed them a long time ago), you may want to consider enrolling in them or ask to be added to the waitlist. You should put your requests in writing and keep copies so that you can show your efforts to the Parole Commission. The Parole Commission often asks individuals to complete some or all the following programs before they will grant parole:

- Victim impact
- Anger management
- Job training skills
- GED
- RDAP (if your current conviction or any prior convictions involved drugs)
- Residential Sex Offender Treatment (if you have been convicted of a sex offense)
- The Challenge Program
- Life Connections

- All programming offered by psychology services
- First Step Recidivism Reduction Programming
- Finally, if your Unit Team suggests programming, the USPC will want to see that you follow through on their recommendations.

### [Sending Documents: Our Mailing Address](#)

Washington Lawyers' Committee  
700 14<sup>th</sup> ST. NW  
Suite 400  
Washington, DC 20005

### [Documents Sent, Now What?](#)

Once we receive the information above, and your completed parole questionnaire, we may reach out to you to get more information. If you don't hear from us after 60 days of submitting your questionnaire and documents, please feel free to follow up.

If the WLC finds an attorney to assist you with your parole grant hearing, that attorney will be in touch with you directly. The WLC will send the attorney any documents and information you provide to help with the preparation process. The WLC will also remain in contact with the attorney before and after the hearing so that we can share information and better help you and other people seeking parole.

### [Timeline](#)

Please try to get us all of this information 8-12 months before your parole hearing to give us the best chance of finding an attorney to work with you. If your hearing date will occur after 2024, please contact the WLC 10 months before your hearing date. At that time, we will be in a better position to evaluate your request.