

Client Information Sheet

Name:
Date of Birth:
SSN:
TDCJ ID:
Current TDCJ Unit:
Case Status:

Offense Information

Offense Date(s):
Offense:
Additional Offense(s):
Offense County:

Trial Information

Case Number(s):
Trial Court County:
Trial Court #:
Trial Court Judge:
Prosecutor:
Trial Attorney:
Conviction Date:

Sentence Information

Sentence Date:
Sentence:
Projected Release:
Parole Eligibility:
Previous Parole Hearings & Outcomes:

Appeal Information

Appeal Number:
State Habeas:
Federal Habeas:
Appellate Attorney:
Habeas Attorney:

Other Information

Criminal History:

Childhood Background (CPS, Welfare, etc.):

Hometown:

Mitigation Factors:

Programs & Education While Incarcerated:

Immigration Status:

Contact Information

Family Contact Information:

Last Contact with Family or Inmate:

Documentation & Media

Save all documents and online or print articles AND list all documents collected and any media related to the youthful offender, the case, co-defendants, etc. Create links to any media (using ctrl + k) articles written and a short description of the article.

How to Save and Name Documents—

- First, include the date of the document, such as the file stamp date, or when the document was created. Date format is Year.Month.Day
- Then, the youthful offender's name.
- Finally, write the name of the document or description if there is no appropriate name.

EXAMPLES: 1996.03.09 Kirk, James – Def's Exhibit 1

2008.01.31 Elliot, Missy – Notice of Appeal

2017.10.15 Skywalker, Luke – Docket Info from TxCourts

How to Save and Name Media Articles—

- First, include the date of publication. Date format is Year.Month.Day
- Then, the name of the publication or website.
- Finally, the title of the article or podcast or website.

EXAMPLES: 1997.02.09 Dallas Morning News – Teen Sentenced to Life

2009.11.17 Between the Bars – Missy Elliot's Blog

<http://www.saobserver.com/single-post/2017/06/20/Second-Look>

Discusses HB 1274 and SB 556 which states mandatory minimum term before parole eligibility for felony capital offenders sentenced before their 17th birthday. Uses Hicks case as an example.

Narrative

[Insert Narrative: include inmate account, facts from trial, etc. Also include mitigation, family information, narrative of contact with family and with inmate. This is everything that can't be easily included in an excel sheet. Make notes of any information that is missing or that may need updated. Feel free to include quotes from the inmates' letters. You may organize with headers as well. The facts of the offense aren't necessarily the most important part to this narrative.]

Notes: [This is where you should leave any notes of things that may be missing from the file or may need updated in the coming months].

Last Updated: [Date]
Last Updated By: [Name]