

## **INMATE REQUEST FOR LEGAL MATERIALS**

I, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, request the  
PRINT NAME ODOC # FACILITY  
following information for the purpose of securing legal redress:

Cases requested (MUST USE PROPER CITATION):

\_\_\_\_\_  
\_\_\_\_\_

I desire:      ☐ First Page Only      ☐ Entire Case

I am represented by counsel?      ☐ Yes      ☐ No

The requested material is needed for a court imposed, or procedural (court rule),  
deadline?      ☐ Yes      ☐ No

If yes, indicate deadline and rule number citation: \_\_\_\_\_  
(PROOF OF DEADLINE MUST BE PROVIDED TO THE LAW LIBRARY SUPERVISOR)

I certify that the information requested is for my use only, and that it pertains to an issue of which I am a party involving conditions of confinement or my convictions. I understand that in accordance with OP-030115, I will be charged for all materials received at a rate of \$.25 per page, and that this form is also a request for disbursement of funds from my trust fund draw account. I understand that if I do not have funds available to cover the costs related to a court-imposed or rule-imposed deadline, the amount will be collected as the funds become available.

\_\_\_\_\_  
INMATE'S SIGNATURE      DATE/TIME

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### OFFICE USE ONLY

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#### **LAW LIBRARY SUPERVISOR'S APPROVAL AND VERIFICATION:**

Date Request sent to the office of the General Counsel: \_\_\_\_\_  
DATE/TIME

\_\_\_\_\_  
LAW LIBRARY SUPERVISOR'S SIGNATURE      DATE

#### **OFFICE OF THE GENERAL COUNSEL'S APPROVAL AND VERIFICATION:**

Date Request received by the office of the General Counsel: \_\_\_\_\_  
DATE/TIME

Date Material returned to Law library Supervisor: \_\_\_\_\_  
DATE/TIME

Amount to be deducted from inmate's trust fund draw account:

\_\_\_\_\_ X \$.25 = \$ \_\_\_\_\_  
NUMBER OF PAGES      TOTAL

\_\_\_\_\_  
OFFICE OF THE GENERAL COUNSEL STAFF      DATE