



Office of Clerk of Courts

Erie County Courthouse • 140 West Sixth Street • Erie Pennsylvania 16501 • 814 / 451-6221

Kenneth J. Gamble, Esquire
Clerk of Records

REQUEST FOR DOCUMENTS REQUIRED FOR A PARDON APPLICATION

**This form is to be completed by the Pardon Project Volunteer/Coach*

To: Erie County Clerk of Courts

Date: _____

I am a volunteer with _____, an organization that has been approved as being part of the Pardon Project of Erie County. We are assisting the following individual Pro Bono in applying for a pardon:

Name of Defendant/Client: _____

Current Address: _____

The PA Board of Pardons (www.bop.pa.gov) requires that the following documents be attached for every case in which an applicant was convicted and is seeking clemency:

- Criminal Complaint
- Affidavit of Probable Cause
- Criminal Information/Indictment
- Final Plea or Verdict
- Sentencing Order
- Proof of Payment of Fines, Costs and/or Restitution

If the Court does not have all the above records, please include (in an email or letter) that what you are providing is all you have. Please be sure to include your name, title, and telephone number in your communication, so that the Board may contact you, if necessary.

On behalf of the above defendant, kindly email us a PDF of the above documents for the following case(s) (Please combine all five (5) documents into a single PDF file, each case separately):

<u>Docket #</u>	<u>OTN</u>	<u>Name of Defendant</u>
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I am also providing a copy of the defendant's signed authorization to release this information to anyone working for my organization.

Please email these records to:

Name: _____ Signature: _____

Once this form is completed, please email to: Ahaynes@eriecountypa.gov OR ClerksRequests@eriecountypa.gov

**AUTHORIZATION FOR RELEASE OF COURT FILES FOR PENNSYLVANIA PARDON APPLICATION
TO THE ERIE COUNTY CLERK OF COURTS**

**This form is to be completed by the client/defendant*

I, [print name] _____, hereby grant permission for my Pardon Coach
_____ of [name of Organization] _____,

to request and obtain copies of my court files for purposes of submitting a pardon application to the Pennsylvania Board of Pardons. The requested case document should include the following:

- Criminal Complaint
- Affidavit of Probable Cause
- Criminal Information/Indictment
- Final Plea or Verdict
- Sentencing Order
- Proof of Payment of Fines, Costs and/or Restitution

This release shall remain in effect for thirty days only but shall apply to any **REQUEST FOR DOCUMENTS REQUIRED FOR A PARDON APPLICATION** dated within thirty days hereof, whenever submitted to or provided by the Court.

Signature

Date