



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 attorney***

Date: _____

To: Erie County Clerk of Courts

I am a volunteer attorney with _____ who works with clients who meet the HHS Poverty Guidelines (<https://aspe.hhs.gov/poverty-guidelines>) and in addition meet the qualifications to proceed in forma pauperis. 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):

Docket #	OTN	Name of Defendant
_____	_____	_____

I am also providing a copy of the clients signed authorization to release this information to anyone working for my organization.

Please email these records to: _____

Name: _____ Attorney ID#: _____

Signature: _____

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

Aubrea Hagerty-Haynes, First Deputy Clerk of Courts

Erie County Clerk of Courts

140 West Sixth Street • Room 103 • Erie, PA 16501

Phone (814) 451-6421 • Fax (814) 451-6492 • ahaynes@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, _____, hereby grant permission for my attorney,
_____, 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 until revoked by me or my attorney.

Signature

Date