



WAYNE COUNTY PARDON PROJECT POLICIES AND PROCEDURES

It is the policy of the Wayne County Prothonotary's Office to process all legitimate requests from all qualified parties for court documents related to the Wayne County Bar Association's pro bono pardon project.

Initial requests must be received by email and must include a consent for release.

The request should be sent to: ESandercock@waynecountypa.gov

A requesting attorney representing the client Pro Bono must also indicate that the client qualifies for IFP status (In Forma Pauperis refers to the ability of an indigent person to proceed in court without payment of the costs and/or fees associated with this process) and is required to provide an attestation of the indigency status, at the time of filing, for the Prothonotary's Office to waive any costs associated with this request, that is, that the client's household income is 200% or less of the HHS Poverty Guidelines (<https://aspe.hhs.gov/poverty-guidelines>).

Requests may also be submitted by an organization that is registered with the Court as participating in the Pardon Project of Wayne County. Organizations seeking to participate in the Pardon Project should contact the Bar Association's pro bono program at wcpb.pbp@gmail.com.

Once the defendant's name and docket number are verified, the Prothonotary's Office will begin to process the request.

Once the necessary records are compiled, the Prothonotary's Office will email the requesting party information in a PDF format.

The Wayne County Clerk of Courts will make every attempt to provide these documents in a timely fashion.