

**Parole Records  
Request Letter**

Re: State of Ohio v. \_\_\_\_\_

Dear Madam/Sir:

Please be advised that \_\_\_\_\_ is representing \_\_\_\_\_ in the above referenced matter. The information requested herein is necessary for a detailed social history to be completed on his behalf.

In an effort to properly represent Mr. \_\_\_\_\_, we are requesting that you provide us with any and all of his parole records. These records should include, but are not limited to:

- Names of all parole officers;
- Charges filed which precipitated being placed on parole;
- Date(s) of the crime(s) and date(s) of parole period(s);
- Conditions of parole;
- Employment records;
- Treatment records including case notes;
- Referrals or placements to other agencies;
- Notations by officers;
- Parole officer notes and file;
- Pre-sentence or follow-up reports;
- Dates for parole termination and reason for termination;
- Monthly reports on urine analysis;
- Any and all entries pertaining to our client;
- Revocations;
- Any other records.

To assist you in locating these records, Mr. \_\_\_\_\_'s birthdate is \_\_\_\_\_ and his social security number is \_\_\_\_\_.

It is our understanding that Mr. \_\_\_\_\_ was on parole during \_\_\_\_\_.

In addition to our records request stated above, please indicate the name of your agency's custodian of records, as it may be necessary to have the authenticity of the documents verified. **Please certify the records.**

An authorization for release of all such records is enclosed for your files. Thank you for your assistance.

Please mail and/or fax this information to my attention.

Sincerely,

Enclosure