

**REQUEST FOR SCREENING COUNSEL**

**NOTE: DO NOT USE THIS FORM IF YOU HAVE A PENDING FEDERAL CASE  
UNTIL YOU CONSULT WITH YOUR FEDERAL DEFENSE LAWYER**

FROM: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Your name and address)

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

ID NUMBER: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

TO: Kathleen O’Connell  
Committee for Public Counsel Services  
Appeals Unit, Private Counsel Division  
100 Cambridge Street, 14<sup>th</sup> Floor  
Boston, MA 02114  
Or email to: CAUAttorney@publiccounsel.net

Dear Attorney O’Connell,

I am writing to you to request that you appoint a lawyer to review my Massachusetts state court conviction. I am providing you with the following information for each conviction that I want to challenge (please fill out a new form for each separate docket number):

1. Name/County of court: \_\_\_\_\_
2. Docket number: \_\_\_\_\_
3. Charge(s) you were convicted of:  
\_\_\_\_\_  
\_\_\_\_\_
4. Your age at time of the alleged offense(s): \_\_\_\_\_
5. Attorney’s name and address (if known): \_\_\_\_\_  
\_\_\_\_\_
6. Your most recent attorney in a criminal case was (check only one):  
 hired by me       court appointed       represented myself
7. Check only one:     I pled guilty     I was convicted after trial
8. Do you have a criminal case pending in Federal Court?: Yes:\_\_\_\_ No:\_\_\_\_
9. Are you a U.S. Citizen?: Yes:\_\_\_\_ No:\_\_\_\_ (This information is requested only to determine if you have a claim for relief, and will not be disclosed to immigration officials.)

10. If you pleaded guilty and your case has not been previously screened, you do not need to fill out this question. In all other cases, please state below any claims you believe provide grounds for challenging your conviction or sentence. Please do not include any claims that have previously been screened or raised on direct appeal. (Attach additional pages if necessary but do not send case materials or any original materials that you need sent back to you. If we need additional information we will contact you.

Sincerely,

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(Your name)

*(If you have a copy of your CORI please attach it. If your case is over 10 years old, please attach the case docket sheet if you have it. If you have already submitted a pro se motion for a new trial, you should ask the Court not to act on your motion until CPCS has had a chance to screen your case. If you already have a date for deportation, please provide that information.)*