

The Commonwealth of Massachusetts
Committee for Public Counsel Services
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APPEAL REFERRAL FORM FOR SDP CASES

Pursuant to Rule 3 of the Mass Rules of Appellate Procedure, trial counsel must request CPCS to appoint appellate ON OR BEFORE filing the notice of appeal in the trial court

FORM SUBMITTED BY: _____ DATE _____

CLIENT'S NAME _____ D.O.B. _____ MTC ID# _____

SECTION 9

SECTION 12

TRIAL

JUDGE _____ DATES HELD _____ LOCATION _____

ATTORNEY _____ ATTORNEY FOR COMM. _____

DOCKET NUMBER _____ JURY TRIAL YES NO

UNDERLYING OFFENSE(S)	DATE(S) OF CONVICTION	DISPOSITION/SENTENCE
_____	_____	_____
_____	_____	_____
_____	_____	_____

COMMENTS: _____

EXPERT TESTIFYING FOR PETITIONER: _____

EXPERTS TESTIFYING FOR COMMONWEALTH: _____

ISSUES FOR APPEAL/ OTHER COMMENTS: _____

POST-TRIAL ATTORNEY ACTION: APPEAL

HAS THE CLIENT BEEN INFORMED OF THE APPEAL PROCESS? YES NO

NOTICE OF APPEAL FILED WITH TRIAL COURT: _____ (date)

TRIAL TRANSCRIPT ORDERED? YES NO

LETTER SENT TO CLERK OF COURT AND DISTRICT ATTORNEY INDICATING THAT TRANSCRIPT HAS
BEEN ORDERED DATE _____

HAS THE RECORD BEEN ASSEMBLED? YES DATE _____ NO

If YES, has Motion to Waive Filing Fee and Affidavit of Indigency been filed with the Appeals Court
within 10 days of assembly (or Motion to Waive filing fee and affidavit to follow)

NO

YES DATE FILED _____

DATE DOCKETED IN APPEALS COURT _____

POST-TRIAL ATTORNEY ACTION: NEW SECTION 9 PETITION

HAS A NEW SECTION 9 PETITION BEEN FILED ON BEHALF OF THE CLIENT?

YES DATE FILED _____

NO (IF NO, WHY NOT?) _____

HAS A COPY OF THE PETITION BEEN SENT TO MARY MURRAY (DOC) ?

YES DATE SENT _____

HAS A COPY OF THE PETITION BEEN SENT TO THE DISTRICT ATTORNEY OF THE ORIGINATING
COUNTY?

YES DATE SENT _____

NOTE: Do not withdraw from the case until 1) appellate counsel has been appointed and entered an appearance and 2) verifying with Unified Sessions clerk that they have received a new petition with a docket number from the originating county.

Return to Rob Ploski, Assignment Coordinator, Alternative Commitment and Registration Support Unit; rploski@publiccounsel.net; or fax# (617) 502-6328