

The Commonwealth of Massachusetts  
Committee for Public Counsel Services  
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**APPEAL REFERRAL FOR SORB 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: \_\_\_\_\_

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CLIENT'S NAME \_\_\_\_\_ D.O.B. \_\_\_\_\_ SORB ID# \_\_\_\_\_

LAST KNOWN ADDRESS/PHONE#/INSTITUTION \_\_\_\_\_

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**SORB HEARING**

HEARING EXAMINER \_\_\_\_\_ DATES HELD \_\_\_\_\_ LOCATION \_\_\_\_\_

ATTORNEY \_\_\_\_\_ SORB ATTORNEY \_\_\_\_\_

PRELIMINARY CLASSIFICATION \_\_\_\_\_ FINAL CLASSIFICATION \_\_\_\_\_

DATE DECISION ISSUED \_\_\_\_\_

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

FACTORS CITED BY HEARING EXAMINER SUPPORTING THE CLASSIFICATION \_\_\_\_\_

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MOTION FOR FUNDS FOR EXPERT TESTIMONY FILED YES NO

IF YES, NAME OF EXPERT(S) & AREA(S) OF EXPERTISE \_\_\_\_\_

**CHAPTER 30A REVIEW**

COURT \_\_\_\_\_ SUPERIOR COURT DOCKET# \_\_\_\_\_ JUDGE \_\_\_\_\_

DATES HELD \_\_\_\_\_ DATE DECISION ISSUED \_\_\_\_\_

30A ATTORNEY, IF OTHER THAN HEARINGS COUNSEL \_\_\_\_\_

SORB ATTORNEY \_\_\_\_\_ CT. REPORTER \_\_\_\_\_

**ATTACH COPY OF 30A DECISION**

ISSUES FOR APPEAL: \_\_\_\_\_

**POST-TRIAL ATTORNEY ACTION:**

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

MOTION FOR STAY OF DISSEMINATION PENDING APPEAL FILED IN SUPERIOR COURT?

ALLOWED DENIED NOT SOUGHT

NOTICE OF APPEAL FILED WITH TRIAL COURT: \_\_\_\_\_ (date)

TRANSCRIPT ORDERED? NO YES DATE \_\_\_\_\_

LETTER TO COURT AND SORB COUNSEL RE: TRANSCRIPT NO YES DATE \_\_\_\_\_

HAS THE RECORD BEEN ASSEMBLED? NO YES DATE \_\_\_\_\_

If YES, has Motion to Waive Filing Fee and Affidavit of Indigency been filed with the Appeals Court (or Motion for Leave to Late File Affidavit of Indigency if client cannot sign within 10 days)?

YES DATE FILED \_\_\_\_\_ DATE DOCKETED IN APPEALS COURT \_\_\_\_\_

**COMMENTS:**

WHAT EVIDENCE, STRATEGY OR TACTICS PROVED TO BE EFFECTIVE? \_\_\_\_\_

WHAT EVIDENCE, STRATEGY OR TACTICS DID NOT PROVE TO BE EFFECTIVE? \_\_\_\_\_

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ANY OTHER COMMENTS: \_\_\_\_\_

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***NOTE: Do not withdraw from the case until appellate counsel has been appointed and entered an appearance.***

**Return to Rob Ploski, Assignment Coordinator, Alternative Commitment and Registration Support Unit; [rploski@publiccounsel.net](mailto:rploski@publiccounsel.net). Questions? Call Rob at 617-910-5827**