

# Ohio Governor's Expedited Pardon Project

## CLEMENCY CLIENT CHECKLIST

---

A collaboration between the Drug Enforcement and Policy Center at The Ohio State University Moritz College of Law, the Reentry Clinic at The University of Akron School of Law and the Office of Ohio Governor Mike DeWine

### Information that is required for the completion of your clemency application:

1. Documents for your Ohio offenses (You will list all arrests and convictions on your application)
  - a. Police reports for all cases
  - b. If your conviction is a felony, you must have the indictment and sentencing entry.
  - c. If the conviction is a misdemeanor, you must have the complaint and the sentencing entry.
2. If you have juvenile offenses or offenses in other states, some documentation listing the name of the crime and the conviction date
3. Employment history for the past five years, including:
  - a. Employer
  - b. Employer's address and phone number
  - c. Employment status
4. Community/Volunteer Service
  - a. Write a short paragraph about each volunteer program or community service activity in which you participate.
  - b. In each paragraph, you should at least state your role in the volunteer work, how you help the people there, and what you have learned from volunteering.
5. Reason you are requesting clemency
  - a. You will need to write a letter addressed to the Governor
  - b. Should be between 1 - 2 pages in length.
  - c. This letter will include the following:
    - i. The crimes that you committed including all the details of the crime
    - ii. The hardship that you are experiencing because the crime is on your record and how a pardon will help.
    - iii. How you have changed since the crimes and what you have been doing since these crimes.
6. All diplomas or other documents that show the positive changes in your life.
7. Letters of support
  - a. You will need to collect letters of support from family/friends/co-workers.
  - b. We will discuss the content and number with you.