

Friends or Families Name
Address
City, State Zip

Dated: _____

FOIA Coordinator
Michigan Department of Corrections
206 E. Michigan Ave.
Grandview Plaza
P.O. Box 30003
Lansing, MI 48909

RE: FOIA request concerning prisoner Name & Number

Dear Mr. Cacciani:

Pursuant to the FOIA, MCL §15.231 et. seq. I am requesting a legible copy of the following documents from Central Office, Records Office, and Counselor files pertaining to the above-referenced prisoner:

1. Any documents relating to sentencing, length of incarceration, detainer or pending charge status, and parole processing,
2. Any documents relating to classification, institutional adjustment, programming, and institutional processing,
3. Judgment of Sentence & Basic Information Sheet,
4. Any case notes, e-mails, database files, and correspondence,
5. Reception Center Recommendations/Transcase,
6. COMPAS/Transition Accountability Plans (TAP) summary,
7. Block Reports & Work Assignment Evaluations,
8. Preliminary Commutation Case Summary,
9. Post Interview Commutation Case Summary,
10. Parole Guideline Data Entry form & Parole Guideline Score Sheets,
11. Lifer Law Log,
12. Executive Clemency Advisory Council Recommendation Form,
13. Parole Eligibility Reports (PER)/Lifer Review Reports (LRR),
14. Case Summary Reports,
15. Parole Board Action - Executive Session forms,
16. Commutation work sheets,
17. Written notices of Public Hearing,
18. Notices regarding merit or no interest,
19. Formal recommendations on commutation,
20. Parole Referral Sheet (CSJ-485A), and
21. Presentence Investigation Report (PSI).

Attached you will find "*Authorization*" from prisoner Name & Number, for me to obtain the PSI and other documents mentioned above.

Please let me know the cost of these documents. I look forward to hearing from you within the 5-days allowed by statute. If you have further questions, please feel free to contact me at the address above, or by phone at () ____-____.

Thank you.

Sincerely

/s/ _____
Family or friends name

Cc: File