



Potential Client Questionnaire

GUIDELINES FOR COMPLETING QUESTIONNAIRE

Before completing the questionnaire, please note:

1. You **must not** be able to afford to hire an attorney, and the crime and conviction must have occurred in state court in Tennessee.
2. You must **FULLY** complete the following questionnaire. If we cannot read the application, it will not be processed. Typed responses are appreciated.
3. **DO NOT** call or email our office to inquire about the status of an application. All correspondence must be in writing. We do not have the staff to handle phone calls, and they only slow down our review of applications.
4. Please **DO NOT** send any transcripts, pleadings, or the like along with your questionnaire. If we need additional documentation to investigate your matter, we will contact you at a later time.
5. You must be asserting you are **factually innocent** of the crime for which you are in prison. (*A person is factually innocent if they had no involvement in the crime and were not there.* We do not take cases of legal innocence, self-defense, or cases in which the person is guilty of a lesser charge.)
6. Fill out every line. If a question does not apply to your case, please put "N/A."
7. We do not handle the following offenses: theft, driving under the influence, stalking/harassment, domestic assault, or any misdemeanor.
8. We do not handle cases that are pending at the trial level.
9. We do not accept parole or probation violations.
10. We only accept cases from individuals that are serving a sentence.

If, based on the above information, you could be eligible for representation, please complete the following form and return it to **Tennessee Innocence Project, 700 Craighead Street, Suite 300, Nashville, TN 37204.**

We do not represent you. ***If*** Tennessee Innocence Project accepts your case, you will be notified via written correspondence. Completing this application does not guarantee any type of representation by TIP. You should continue to pursue any legal avenues available to you and pay careful attention to any deadlines.

We receive a large number of letters and applications every week. You will be notified when the application is received or if it is determined that we cannot take your case. After that, it may take more than one year before you receive any additional correspondence.

I. INTRODUCTORY INFORMATION

1. What is your full legal name? _____
2. What is your date of birth? _____
3. What is your TOMIS number? _____
4. Where are you currently incarcerated? _____
5. List all the charges you were convicted of for which you are now in prison.

6. What was the date of the crime? _____
7. On what date was the crime first reported? _____
8. What was your date of arrest? _____
9. In what city, county, and court were you convicted? _____
10. What is (are) the date(s) of your conviction? _____
11. In what form was your conviction? Trial _____ Guilty plea _____ Best interest plea _____
12. Who were your co-defendant(s)? _____
13. What sentence did you receive? _____
14. Are you **totally innocent of ALL** of these charges? Yes _____ No _____
If **NO**, which of the charges are you totally innocent of?

15. If you are currently represented by an attorney, please list their name(s).

Please answer each of the following questions. **Do not write more than ONE page per question.** If you fail to answer each question, your application may be automatically rejected.

- 1. The basic facts of the crime. What happened? When? Where? What were you accused of?*
- 2. Where were you at the time of the crime? What were you doing?*
- 3. Do you know the victim/accuser? If so, how? What did the victim/accuser say happened?*
- 4. What evidence are you aware of, if any, that would prove your innocence?*