

CHU Record Gathering Protocol

Record/Document	Release	Where and What	What to ask for, Contact, & What to Expect	What is the Yield and What to Do?
Client's Record on Appeal	No	Obtain ROA when direct appeal is pending in SCOPA. Obtain complete file.	Write John Person, Esquire and submit appropriate FedEx labels for shipping. Ask for ROA and any other appellate filing to date. Expect to receive file in 2-4 weeks. Lately we have been able to keep the file.	Appeal in SCOPA, should include pre-trial and trial transcripts and some exhibits, and court file. Paralegal to check for completeness, index court file and transcripts and is the first thing entered into the document spreadsheet. Start proceedings spreadsheet.
Client's Court File	No	Clerk of Courts in county of conviction	The entire court file, including transcripts. Compare to ROA. This is ongoing as case continues. Often requires additional transcripts requests.	Entire court file, including transcripts. Paralegal to courtney file if it is different from ROA. Continue to add documents to pleadings spreadsheet.
Client's Other Dockets and Court Files	Only for juvenile, some family	Research all places where client has lived to determine juvenile, criminal, magistrate, civil, family law, mental health, real estate, business affiliations, appellate and federal cases, including bankruptcy	Complete file to the appropriate court. Can request via mail, go to court to scan file, or on-line. Can run into problems out-of-state due to level of cooperation, destruction policies and costs.	Entire court files of client's pre-crime and post-crime life. Paralegal to courtney key documents.
Co-defendant/Accomplice File	No	Obtain any existing ROA and/or other appellate files and trial file.	Same as client's file. Compare to client's file. Often requires additional transcripts requests.	Entire court file, including transcripts. Paralegal to courtney key documents and check for completeness.
Files of Prior Counsel and defense team	Yes (usually)	Review court files and dockets to determine all prior members of defense team. This goes for other crimes/cases, not just our case.	Attorneys to contact prior attorneys.	Paralegal to scan and enter in CM. Courtney as appropriate. Might include records now destroyed. Should include attorney notes and thoughts. What the defense team knew and when, strategy.
Life History Documents of Client and Family Members	Most of the time	Review court records, interview client and family members to determine sources of information. Obtain information on all addresses where client and family have lived.		Paralegal to review for additional record sources. Investigators to review for social history and fact.
Adoption	Yes	County adoption agencies, department of social services, private adoption agencies		
Ambulance/Paramedic	Yes		Usually destroyed after 7-10 years.	
Autopsy Reports/Coroner	??	Request from county where autopsy occurred on family members where one was performed		Autopsy report, coroner's final investigation report, photographs, and raw notes & data

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Burial/Cremation (funeral home)	Yes	Cemeteries and funeral homes, visit grave, www.findagrave.com , search at historical societies, for military - http://gravelocator.cem.va.gov/	Information cards on deceased, payment information	Obtain family information
Census Records	Not for older records	www.ancestry.com , www.archives.gov (National Archives and Records Administration), university libraries, http://www.pennsylvaniaaresearch.com/directory.html for a list of PA Genealogical & Historical Research	Investigators/paralegals to research.	Family address, immigration status, employment status, languages spoken, ethnicity, names and ages of all members in the household. Depending on immigration status and ethnicity, check if reprieve can help.
Family Court Dockets and Files	Juvenile and sometimes family law	Research of where family has lived allows paralegals to research effectively. Research juvenile, criminal, magistrate, civil, family law, mental health, appellate and federal cases, including bankruptcy	Complete file to the appropriate court. Can request via mail, go to court to scan file, or on-line. Can run into problems out-of-state due to level of cooperation, destruction policies and costs. Also research everyone involved in the case – witnesses, experts, police, prosecution, defense, non-testifying witnesses or people we uncover. Requires paralegal research into individual courts databases on-line, at court on-line database or in books. Know the time frame you are looking for and what the court has available. Often requires additional transcripts requests.	family history, patterns of various types of abuse, mental health
Driver's Records	Yes	PennDOT	Ask for all records to the records custodian Janet Dolan	Addresses on registration forms, citations, suspension documents, application for license, renewals, driver's exam, driving history
Employment	Yes	Can obtain list of employers from client/family members or from Social Security Earnings Report	Ask for entire file including employment applications, payroll records, testing, job descriptions, attendance, performance evaluations, supervisor names, period of employment, reason for termination, and any disciplinary records	income, work accidents/injuries, performance evaluations, attendance, initial application, list of family members, health or mental health issues, names of supervisors, co-workers
Family Records	No	Obtained via family	diaries, photo albums, baby books, scrap books, family data compiled for historical purposes	
Fire Department Records	??	Local Fire Department		First responders and may be records and response logs with additional information
Health Insurance Records	Yes	Determine health insurance per medical records	Request enrollment forms, medical and mental health records, health & wellness program documents, claims history, including medical, mental health, and pharmacy. Will get a printout of claims history.	Obtain listing of medical providers with dates or treatments and/or diagnosis.

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Immigration-INS Records	??	Immigration and naturalization records: http://uscis.gov/graphics Check ancestry.com, NARA & historical societies for immigration records		Application, hearing transcripts, findings, orders, and report. Possibly information to get Reprieve involved
Jail/Prison Records	Yes	Research court records to determine where client has been housed from juvenile to present	Request housing, disciplinary, grievances and responses, medical/mental health records and/or reports, visitor logs, evaluations, intake documents, and daily inmate logs. PADOC – send letter to Randy Sears, will not waive fee, they will send records. Send request to Warden at county jails or out-of-state unless website determines otherwise. Records in county jails are destroyed after a few years, DOC archives records, make sure you request these.	Medical, psychiatric, transportation logs, visiting logs, booking files, education, testing, and general custody records.
Law Enforcement	Depends	Police, 911, FBI, Border Patrol/INS, Sheriff, Highway Patrol, State Department	Police have a records policy and PA is particularly hard to obtain without court order. To be discussed per team in how to approach for our crime. Request entire police record(s) and file(s), including but not limited to your investigation reports, logs, statements of all witnesses, defendant, and co-actors, photographs, booking sheets, property receipts, evidence technician reports, and lab reports related to (event). FBI or other federal agency can have a FOIA request. Takes a very, very long time and usually redacted.	Our crime: witness reports, evidence logs, report, crime scene photos/videos, etc. Others: witnesses, family history of abuse and/or mental illness
Media & Other	No	On-line, Newspaper clipping services, college & university libraries, main public libraries, historical societies, specific newspapers archives (can cost \$\$), www.newspaperlinks.com/home/cfm , www.rarenewspapers.com Check news stations for news footage of crime, trial, post-conviction, execution warrant. Check social media such as facebook (this includes witnesses and jury). Check for documentaries related to life experiences and/or neighborhood, natural disasters. Mapping and census data may be available for neighborhood studies, crime rate, public assistance numbers, etc.)	Search for crime. Research obituaries and any other family events, crimes, etc. Can be useful in determining other historical information for names or history of neighborhood, life experiences of client/family. News footage may be hard to determine dates of airings or may be destroyed or costly to obtain.	

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Medical/Mental Health Records	Yes	Research court files and all other documents for medical treatment provided. Based on addresses, locate hospitals, clinics, community-based health centers near home and send "blind" requests.	Ask for all medical records to medical records departments at doctors offices, hospitals, clinics, community-based health centers, emergency rooms, drug & alcohol treatment, research studies, mental health, involuntary commitments, and dentists. Records typically destroyed after 7-10 years. May require follow-up via phone or a visit to determine if records really are destroyed. Closed hospitals required research (see Christine for contacts in state). Note any brain MRI's for experts usage. Other potential problems are costs to obtain records or facility requiring specific releases.	Prenatal, birth records, childhood illnesses, diseases, or injuries, mental health dx and/or treatment, drug & alcohol treatment/recovery, notations on abuse, family history
Military Records	Yes	Personnel and Medical – National Personnel Records Center (need specific military hospital information) Medical – Dept of Veterans Affairs. JAG kept separately. Active members or more current see Christine for more information). Dependent spouses and children can seek medical treatment at military facilities, but need specific information. Selective Service records.	See releases for contact information. Takes a long time. On July 12, 1973 a fire destroyed records for Army military personnel for the period 1912-1959, Air Force with surnames Hubbard through Z for 1947-1963. Alternate records sources exist and they will try to reconstruct.	Assignments and family information. Medical and mental health information. Disciplinary.
Passport Records	Yes	Research & Liaison Branch, 1111 19 th Street NW, Suite 200, Washington, DC 20524		Passport records & application
Probation Records	Yes	Check criminal files for probation information.	Request all probation and parole records, pre-sentence reports, inmate status report and parole reports. Send to county with name of probation officer if you have it. Usually cooperative with a release, but some information may be restricted.	Pre-sentence reports, inmate status reports and parole reports, community service, family/social history, conditions of supervision & violations, conditions of release from supervision
Professional License Searches	No	Check on prior counsel (bar association and disciplinary board, 801 qualifications), experts (both sides), including current. http://www.licensepa.state.pa.us/ Also, gun permits, private investigator licenses, and various other professional licenses.	Call disciplinary board for files on attorneys. Attorneys to determine 801 qualifications for prior counsel.	Can lead to research on civil files.
Property Searches	No	http://www2.county.allegheny.pa.us/realestate/Search.aspx And records of deeds per county	who owned property and when, how much and to whom it was sold	trace family land ownership
Religious	No	Usually obtained from family but can request from church	baptism certificate, attendance & participation	

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School Records	Yes	Determine every school attended whether day care, pre-school, public, private or institutional. Request GED, Job Corps, Urban League or other job training, post-high school college, graduate, technical or trade school. Send to specific school and school districts, may need to request special education separately. Last school attended may have additional records received in a transfer. Search other state agencies which may have been forwarded records. Check school or local library for yearbooks for names of classmates and teachers.	Request grades, teacher evaluations, raw test data, evaluations of raw test data, intelligence testing records, counseling records, and health records. Old records may be difficult to find and may need to contact old school administrators, psychologists to help locate. Record are usually destroyed around age 21 and limited records may be available.	IQ score, testing, intellectual disabilities, family patterns, health records, birth certificates and other identifying information, immunization history, attendance, awards, extracurricular activities/sports. Check for completeness.
Social Security Records	Yes	Earnings – request based on team input on client and family members. Disability – request for all members, send to local office where they lived (see website)	Takes a long time and earnings reports costs money. If a person has filed for disability several times (lapses due to prison or other reasons) the previous records are destroyed and only the current disability file is on record. Comes on a CD.	Earnings – lists all employers, their address, the years they worked there and how much money they made. Disability – contains medical and/or mental health records and possibly school records. Can list family medical and/or mental health problems.
Social Security Number Application	No	http://ssdi.genealogy.rootsweb.com	Request for deceased persons	lists parents, date of birth, address and employer
Social Service Agencies	Yes	DPW (specific release, send to office close to home, if Philly need specific address or area lived in); DHS (welfare), public housing, foster homes, Intervention, Child Protective Services, Head Start, Meals on Wheels, Private Agencies like Catholic Social Services, Salvation Army, Big Brothers, Boys Club, Juvenile Shelters, Homeless shelters, halfway houses, lead reports (need to know address when very young), boot camps, residential placement	Records are destroyed systematically after so many years, so depending on age of client juvenile records may be destroyed.	family and life history
Vital Records	Sometimes	Birth, marriage application and certificates, and death certificates. Check with state vital registry and/or prothonotary's office	Get birth certificate with parent's names (PA have to ask for this), may require some manual research and digging.	family history and family “secrets” can be uncovered

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Voter Registration Records	??	County voting departments		full name, last known address and party affiliation
Weather Reports	No	www.weatherunderground.com, NOAA, libraries or archived newspapers		Reports of weather conditions on day(s) of crime
Workers Compensation	Yes	Check local Workers Compensation Board	Also check for third party lawsuits related to event	Includes medical records, will list prior injuries/illnesses, medical and/or mental health condition