

Law Library Request Form

Institution Log # _____ Central Library Log # _____

Requested by (prisoner): _____

Date cases were requested: _____ Institution: _____

Purpose of Cases: _____

Check one

Expedite (2 working days)

Priority (5 working days)

Routine (10 working days)

Compliance Supervisor/Librarian

Authorized by: _____

Authorized by: _____

Authorized by: _____

Note: If "Priority" or "Expedite" is checked, the prisoner may be required to produce evidence of involvement in ongoing civil or criminal litigation with actual deadlines to meet. If there is no deadline, then "Routine" is to be checked.

Determination made that cases are not in institution's law library: _____

Signature

Request for copy of the following legal cases or materials:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

Person filling request: _____ **Date Sent to Institution:** _____

Date cases were received by the institution: _____

Note which cases were not received and why: _____
