

**ILLINOIS PRISONER REVIEW BOARD**  
Guidelines for Executive Clemency

NOTE # 1. No petition will be accepted for review within one year of the date of the denial of a prior petition on behalf of the same individual. The Chairman of the Board may permit an exception to this limitation for compelling reasons.

NOTE # 2. A clemency petition may be withheld from the soonest available docket if any essential relevant information from other sources has not been received by the Board, even if a complete petition has been filed according to the directions herein.

A) **The petition.** Executive Clemency is requested by means of a typewritten petition. It must be a narrative or essay that is, written in complete sentences. Fill-in-the-blanks formats are not acceptable. The petition must contain all of the following or it will be rejected and returned:

- 1) Regarding the convictions for which clemency is being sought: State the offenses, counties of conviction, case numbers, sentences imposed, and dates sentenced, time served and dates of discharge. State whether convictions were the result of jury verdicts, bench trials or guilty pleas. Give the status of any pending court appeals.
- 2) State the name under which petitioner was convicted, any aliases, the social security number, and the state prisoner number, if applicable. Declare whether the petitioner previously asked for executive clemency for any conviction and, if so, the month and year in which it was considered.
- 3) A detailed statement of the facts of the offenses, including dates, places and all surrounding circumstances. This should include petitioner's version of the offenses.

- 4) Provide complete criminal history. This is to include every instance in which the petitioner was arrested for or charged with any offense in any jurisdiction, except for minor traffic violations, and the disposition of each criminal charge (whether it resulted in a conviction and sentence or some other determination). Provide a statement of the facts surrounding any conviction.
- 5) Criminal Background History. Prior to the hearing you will receive a confirmation letter with your docket number and date of hearing along with a Criminal Justice Applicant Card (CJE) and you must go to one of the Law Enforcement Agencies on the attached list in order to obtain a livescan fingerprint. When going to the Law Enforcement Agency you must tell them this is for the Prisoner Review Board. The Prisoner Review Board's Lead's Identification number is **ORI #IL084045G** and you must tell them that the purpose is for **Criminal Justice Enforcement CJE**. You will need to use a **Criminal Justice Applicant Card** that is provided. If the Law Enforcement Agency is not able to run the agency ORI number, then request to have your fingerprints inked and rolled onto the **Criminal Justice Applicant Card** provided. You will need to mail the **Criminal Justice Applicant Card** back to our agency once you have your fingerprints completed and all necessary information filled out on the card prior to your scheduled hearing date.
- 6) Provide a personal life history, a narrative biography. It must include date and place of birth, educational history, employment history, marital status and whether the petitioner did or did not serve in the military.
- 7) Give the reasons for seeking clemency and the type desired (commutation of sentence, pardon, expungement or reprieve).
- 8) Supporting materials. Claims made within the petition should be supported by documentation, for example, a DD 214 or similar form for proof of military service.
- 9) **The petition must include the following: "I declare under penalty of perjury that all of the assertions made in this petition are complete, truthful and accurate." This statement must be signed and sworn to before a notary public by the petitioner.**

**NOTE: Perjury is a class 3 felony which is punishable by imprisonment for up to 10 years.**

**THE PETITION MUST CONTAIN THE PETITIONER'S CURRENT MAILING ADDRESS WITHIN THE PETITION ITSELF, NOT MERELY ON THE MAILING ENVELOPE.**

**B) Filing of petition.**

- 1) Address the petition to the Governor, but mail or deliver the original petition to: Illinois Prisoner Review Board, 319 East Madison, Suite A, Springfield, Illinois 62701. Petitions are to be stapled or clipped together so that they are easily able to be separated. Do not bind them or submit them in plastic sleeve sheets.
- 2) The completed petition, as described in (A) above, must be received at the Board office at least 75 days prior to the first date of the public hearing in order to be considered on that docket.
- 3) A copy of the petition must be delivered or mailed to each of the following:
  - a) The sentencing judge or the chief judge of the circuit, if the sentencing judge is no longer on the bench.
  - b) The current State's Attorney of the county of conviction.
- 4) Proof that the parties in paragraph (3) above were sent copies of the petition must be demonstrated to the Board, either by affidavit with a notarized signature or by registered or certified mail receipt. This proof must accompany the completed petition.

**C) Public Hearing.** Petitioners, their supporters and any opponents may appear in person, unless currently incarcerated, at a public hearing scheduled by the Board, if they have requested to do so in their petition. Representatives of imprisoned petitioners may request to speak to the Board at public hearing, but a personal appearance is not required for the processing of a petition for executive clemency.

- 1) In order to obtain an appointment to appear at the public hearing, a request must be made in writing at the time the petition is filed. The names and addresses of any witnesses who wish to provide testimony must be provided with the request.
- 2) Personal presentations at the public hearing are limited. No more than four persons may speak during any presentation. Testimony is informal.
- 3) The recommendation to the Governor by the Board is confidential by law. The Board is not permitted under law to disclose it to anyone other than the Governor or his staff.