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A division of the State Appellate Defender Office  
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## Request for MAACS Mitigation/Reentry Support

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*Please email completed form to [maacsmitigation@sado.org](mailto:maacsmitigation@sado.org)*

Attorney:

Date of Request:

Client Name:

Client DOB:

Upcoming relevant deadlines or hearing dates:

Original sentence:

Reason for re-sentencing/appeal:

Relevant Conviction(s):

Type of Service(s) Requested:

Mitigation

Reentry Planning

Please provide a brief description of services needed and how mitigation/reentry will play a role in client's case (*see next page for examples of the types of assistance we can provide*).

Because every client and case is unique, mitigation will look different in each situation. Below are examples of the types of support attorneys may request from the mitigation/reentry team. This is not an exhaustive list but is intended to serve as a guide.

- **Mitigation Report:** a comprehensive report used in court (often attorneys attach this to a sentencing memorandum) that typically details client's life history, instant offense, and adjustment to incarceration. Social science research and client records (education, mental health, social security, MDOC, etc.) are incorporated as appropriate.
- **Internal Mitigation Memo:** a memo to be used by the defense team which details the findings of the mitigation investigation (client and family interviews, records collection and review, research). This is often helpful for attorneys who want to weave the mitigation findings into their pleadings or to help with negotiations.
- **Letters of support:** mitigation specialist works with members of client's support network to craft helpful letters of support.
- **Allocution assistance:** assist client in preparing for re-sentencing allocution.
- **Research:** find and summarize research on a particular topic (i.e., substance abuse, childhood trauma, etc.).
- **Reentry:**
  - o **Reentry Plan:** work with client and their support network to develop a comprehensive post-incarceration release plan (including elements such as housing, employment options, treatment options for mental health and/or substance abuse).
  - o **Parole Preparation:** work with client to prepare for upcoming parole hearing.