

**APPLICATION FORM TO REQUEST REVIEW OF A CRIMINAL CONVICTION  
BY THE CONVICTION INTEGRITY UNIT**

**INSTRUCTIONS**

This questionnaire is issued by the Conviction Integrity Unit (CIU) of the Cook County State's Attorney's Office. The CIU strongly encourages applicants to use this form when asking the CIU to review a criminal conviction.

Please read carefully the "Eligibility" and "Advice of Rights" sections below *before* you submit this form. You should only complete and submit the form after you have confirmed that you are eligible for review, and only if you are sure you wish to request a review by the CIU.

Please try to provide all the information requested by this form. Your request can be considered more quickly if the information described in this form is placed on this form at the time you make your request for review by CIU.

Please type your answers or print them legibly in ink. If the space provided is not sufficient, please place your answers on a separate page and attach it to this form.

**ELIGIBILITY**

Before you prepare this form, be sure that you are eligible for review by CIU. The Conviction Integrity Unit only will accept requests for review that meet *all* of the following standards:

This form must be prepared, or authorized, by a living person. CIU does not review convictions obtained against a person who is deceased.

The conviction must have been for a felony offense, and it must have been obtained in the Circuit Court of Cook County, Illinois. CIU does not review felony convictions obtained in any other State, in any federal proceeding, or in any Illinois county other than Cook County.

The CIU only will review a criminal conviction where the defendant claims that he or she is actually innocent of the offense of conviction. "Actual innocence" means that the defendant bore no criminal responsibility at all for the offense.

A defendant only may seek review from the CIU after a final judgment of conviction has been entered and a sentence has been imposed.

A claim of "actual innocence" must be supported by new evidence that was not known to the judge or jury which returned the verdict of guilty against the defendant. This new evidence must provide a substantial basis to believe that the defendant is actually innocent, which generally means that the

evidence exonerates the defendant from any criminal responsibility for the offense.

### **ADVICE OF RIGHTS**

This form can be completed by a convicted defendant, by an attorney representing a convicted defendant, or by any person authorized by a convicted defendant to act on his or her behalf. Regardless of who prepares the form, fully completing the form requires the convicted defendant to provide information about a criminal case.

Further, if CIU engages in a review of the conviction it is likely CIU may request additional information from the convicted defendant. It also is possible that CIU will request information from others identified as having relevant information, including any attorney who participated in the proceedings that led to the underlying conviction.

This form is not intended to convey legal advice. Nevertheless, any person who completes and submits this form should recognize that he or she has the right not to provide information to an agency of government about a criminal matter. By submitting this form you acknowledge that any information you provide in this form is given voluntarily and that no promise or inducement has been conveyed to you, you are providing information of your own free will.

Similarly, you acknowledge that in certain situations, CIU may request that you authorize the attorney who represented you in the criminal case to discuss with CIU the events that led to the conviction under review. CIU will not contact your lawyer unless you give permission for such contact and CIU cannot require that your lawyer speak about your case without your permission.

CIU may consider your case even if you decline to provide all the information requested by CIU, or if you decline to authorize an interview of your attorney. CIU reserves the right, however, to consider such refusals when reaching its decisions and recommendations.

### **TELL US ABOUT YOUR CASE**

1. Please provide your name (as it appeared on the court papers in the case), your address and (if applicable) your telephone number. If you are incarcerated in the Illinois Department of Corrections, please provide your Inmate Number and your current institutional assignment.

2. If you are preparing this submission on behalf of a convicted defendant and not on behalf of yourself, please provide your name; your address; a current telephone number; and the nature of your relationship with the convicted defendant (for example, “counsel,” “parent,” “wife,” “friend” etc.). *Persons who are not attorneys and who submit claims with CIU on behalf of a convicted defendant will be asked to provide a letter, signed by that defendant, which authorizes the person to file the claim and to receive information from CIU.*

3. Please provide the name of the case that led to the conviction you wish to challenge, and the court (“CR”) number of the case. Please also provide the name of the circuit court judge who presided over your case and indicate whether your trial was held before a jury or in a bench trial proceeding.

4. Please provide the date on which you were convicted.

5. Please indicate the offense[s] for which you were convicted and the sentence[s] imposed upon you.

6. If you were convicted of multiple felony counts in the circuit court, are you now asserting that you are innocent of all those charges? If the answer is “no,” please specify the charges (or counts) for which you assert you are innocent.

7. Please provide the docket (or case) number[s] for all direct appeals you have pursued in the Illinois Appellate Court or the Illinois Supreme Court. If you know the citation for any published opinion that an appellate court issued in your case, please provide that citation as well. If you are able to provide a copy of any appellate decision[s] or order[s] issued in your case, please provide those.

8. Other than your direct appeal, have you filed any other court challenge to your conviction? (This could include a Petition under the Illinois Post-Conviction Act or a request for federal habeas corpus relief.) If the answer is “yes,” please provide the docket (or case) numbers for *each* court action you have filed. Please also provide the dates on which any such court challenge was resolved. If you are able to provide a copy of any order or decision issued in that case, please provide those as well.

9. If you, or someone acting on your behalf, has conducted an investigation into the new facts that you want CIU to consider, please list the name of everyone who participated in the investigation and please provide information about how we can contact those individuals.

## EXPLAIN YOUR CLAIM OF ACTUAL INNOCENCE

Please tell us about the new evidence which supports your claim that you are innocent of the crime[s] of conviction. You should discuss only the “new” evidence (which can include witness statements, forensic studies, etc.) that was *not* introduced into evidence during the proceeding that led to the conviction. Please be specific: identify what the new evidence is and explain how it shows that you are innocent.

Please return this completed form, and all associated documents, to:

Cook County State’s Attorney’s Office  
Conviction Integrity Unit  
Room 11B36  
2650 S. California Blvd.  
Chicago, IL 60608

**OR**

This information can be sent by e-mail to [sao.ciu@cookcountyil.gov](mailto:sao.ciu@cookcountyil.gov)