



[www.nwls.org/pardon](http://www.nwls.org/pardon)

[MuPardonProject@mercyhurst.edu](mailto:MuPardonProject@mercyhurst.edu)

Or

[pardonmeerie@gmail.com](mailto:pardonmeerie@gmail.com)

## Email Intake

1. Applicant completes intake form (Fill-In PDF Form)
2. Applicant emails completed intake form to [MuPardonProject@mercyhurst.edu](mailto:MuPardonProject@mercyhurst.edu) or [pardonmeerie@gmail.com](mailto:pardonmeerie@gmail.com)
3. Email received by intake volunteer
4. Volunteer checks eligibility
  - Household income at or below 150% of the federal poverty guidelines <https://aspe.hhs.gov/poverty-guidelines>
  - Charges/Convictions [Case Search \(pacourts.us\)](http://pacourts.us)
  - Charges/Convictions in Erie [Case Search \(pacourts.us\)](http://pacourts.us)
  - Open Cases [Case Search \(pacourts.us\)](http://pacourts.us)
  - Fines and restitution paid or following payment plan. [Case Search \(pacourts.us\)](http://pacourts.us) and/or [Fines, Costs, & Restitution \(pacourts.us\)](http://pacourts.us) (totals found here include court costs which volunteer must subtract when determining amount owed. See Pardon Project eligibility criteria for clarification.
  - 3 years have passed since completion of most recent sentence [Case Search \(pacourts.us\)](http://pacourts.us)
  - 8 years have passed from the date of completion of sentence for any crime involving registration of the applicant under SORNA or other crimes listed in Pardon Project Criteria [Case Search \(pacourts.us\)](http://pacourts.us)
5. Call and/or email to inform applicant of ineligibility and/or next steps

### **NEXT STEPS:**

#### Pardon Coach's Action Items:

- Email Records Release to applicant
- Email Records Release to Clerk of Courts
  - [ahaynes@eriecountypa.gov](mailto:ahaynes@eriecountypa.gov) (Aubrea Hagerty-Haynes: Clerk of Records)
  - [mhusted@eriecountypa.gov](mailto:mhusted@eriecountypa.gov) (Michelle Husted: First Deputy Clerk of Courts)
- Email client copy of records received

- Check records against docket sheet(s) to confirm all records received or letter explaining why Clerk cannot provide the necessary records  
[How to Obtain an Application \(pa.gov\)](http://pa.gov)
- Follow up with Clerk of Court as needed
- Email and/or call applicant about availability to meet
- Schedule date, time, and place to meet
  - 2 Pen/Pencil (with eraser and sharpener)
  - 1 Writing pad
  - 2 Pardon Applications, instructions and multiple supplement pages for each
- Meet with applicant to complete and mail application (multi-day process)

#### Applicant's Action Items:

- Gather supporting documentation
  - Pictures of plaques
  - Letters of recommendation
  - Certificates
  - Any record of accomplishments
- Complete and Return Records Release form
- Begin thinking about how to describe what happened in each case in a way that is concise, succinct, candid, and contrite.
- Begin thinking about Personal Statement
  - What would you, or the person who loves you most, want the BOP to know about you?
  - “Free write” and cluster. Avoid editing as you go.
  - Consider writing the wrong thing if unsure what the right thing is. Once complete, then edit.
  - Role play: pretend you’re writing about someone else

## PARDON PROJECT OF ERIE COUNTY

### Eligibility Criteria

- A residence in Erie County or a criminal conviction in Erie County (as long as not living in a county with its own Pardon Project)
- No open cases
- Household income at or below 150% of the federal poverty guidelines (<https://aspe.hhs.gov/poverty-guidelines>).
- At least 3 years have passed since *completion* of most recent sentence; exception: 8 years must have passed from the date of completion of sentence (to ensure that 10 years have passed before the application is heard by the Board of Pardons) for any crime involving registration of the offender under SORNA or any of the following crimes (in all such cases, admission into program will be on a case-by-case basis):
  - Rape.
  - Drug delivery resulting in death.
  - Any felony involving sexual conduct.
  - Robbery involving violence to a person.
  - Robbery of a motor vehicle.
  - Aggravated assault.
  - Kidnapping.
  - Voluntary manslaughter.
  - Murder.
  - Arson.
  - Attempt, conspiracy or solicitation to commit the above crimes.
- Individuals who were juveniles at the time of the crime and convicted in adult court
- Payment of amount due in restitution and fines (not including court fees and costs) is possible within 2 years – as long as there is a payment plan in place and being followed.