BOARD OF PAROLE HEARINGS
LIFE PRISONER PAROLE CONSIDERATION HEARING CHECKLIST

STATE OF CALIFORNIA

☐ **Initial Hearing**

☐ **Subsequent Hearing**

All life prisoner hearing packets are to be divided into the following seven major categories. Within each category, similar, documents should be filled together in reverse chronological order, beginning with the most recently dated docum

1. ☐ **Cumulative Case Summary**
2. ☐ **Board Reports** (All)
3. ☐ **Psychiatric Reports** (All)
4. ☐ **Prior Decisions** (Adult Authority, Community Release Board, Board of Parole Hearings) (All)
5. ☐ **Notices and Responses**, including:
   - ☐ Notices and Responses (This hearing only)
   - ☐ Official Letters (Since last hearing)
   - ☐ Opposition Letters (Since last hearing)
   - ☐ Supporting Letters (Since last hearing)
   - ☐ Letters of Employment (Since last hearing)
   - ☐ _____
6. ☐ **Legal Documents**, including: (All active cases)
   - ☐ Probation Officer's Report
   - ☐ Arrest Reports
   - ☐ Autopsy Reports
   - ☐ Abstract of Judgement
   - ☐ Minute Order
   - ☐ Charging Documents
   - ☐ Appellate Decisions
   - ☐ Sentencing Transcripts
   - ☐ 1203.01 P.C. Statement
   - ☐ BPT Investigations (Non-confidential investigations only)
   - ☐ Other
7. ☐ **Miscellaneous**, including:
   - ☐ Crime Partner's Last Hearing Transcript & Decision Face Sheet (If applicable)
   - ☐ Notice of Hearing Rights (This hearing only)
   - ☐ ADA Reasonable Accommodation Notice and Request BPT 1073 & 1073(a) (This hearing only)
   - ☐ Listing of All Disciplinary Reports
   - ☐ Listing of All Counseling Chronos
   - ☐ Diplomas or Certificate of Completion (Since last hearing)
   - ☐ Laudatory Chronos (Since last hearing)
   - ☐ Chronos for Participation in Self-Help or Other Activities (Since last hearing)
   - ☐ Other nonspecific, but pertinent information developed since date of last hearing

Checklist and packet reviewed for completeness by _____ CCRA Date _____

Checklist and packet reviewed for completeness by _____ CCRA Date _____

NAME CDC NUMBER INSTITUTION

STATE OF CALIFORNIA
CDC 261 (Rev. 12/02)

ORDER OF FILING

DEPARTMENT OF CORRECTIONS

A. CASE SUMMARY:

1. CDC 261, Order of Filing
2. CDC 112, Chronological History
3. Legal Status Summary with applicable Calculation Sheets
4. CDC 916, Time Credit Waiver (PC Section 2934)
5. CDC 1810, Notification of Credit Earning Ineligibility-PC Section 2933.5
6. Probation Officer's Report (POR) and/or PC Section 1203.01 statement on all active cases, Police/Arrest Reports in lieu of POR
7. Social Factors
8. Institutional Staff Recommendation Summary (ISRS)
9. CDC 816, Reception Center ReAdmission Summary
10. Penal Code Section 1170(d) Reports
11. Penal Code Section 1203.03 Reports
12. Penal Code Section 3002 Reports
13. Other related forms and documents

B. LEGAL DOCUMENTS:

1. CDC 801, Notice of Detainer (retain while inmate is out to court; purge upon return) and Removal Order (move to Other related forms and documents upon inmate's return)
2. CDC 1130, LPU Documents Transmittal (when court responds, file with legal correspondence below)
3. CDC 1151, Audit Checksheet
4. CDC 819, IPA Personal Information Disclosure Log
5. CDC Forms 1497 & 1497-A, Inmate Restitution Collection (most recent on top)
6. Minute Order
7. Abstract of Judgment
8. Appellate Court Decision
9. Court Remitters
10. Sentencing Transcript
11. CDC 1840, Time Credit Notice
12. Information/Complaint
13. Legal correspondence
14. Discharge Cases (under divider sheet)
15. CDC 123, Body Receipts on drop
16. FD-249, Fingerprint Cards on drop
17. BCII 8208, Record Error Correspondence & BCII 8105 CDC Additional Commitment (under fingerprint cards on drop)
18. CDC 7377 or CDC 1884 SVP Screening, SVP memos & information on drop
19. Other related forms and documents

Documents (6-13) grouped together by case number, most recent case on top.

Use CDC Form 3020-A, File Divider, Legal Section for each case number.

When case numbers are combined on one AOJ, place all documents for the case numbers under one File Divider in the order of the case numbers on the AOJ.

When a case number is discharged, enter the discharge date on the bottom of the CDC Form and move all documents and the divider to the assigned location.

C. CLASSIFICATION:

1. CDC 262, Custody Classification-Assignment Sheet
2. CDC 841, Readmission Score Sheet; CDC 840, Reclassification Score Sheet; CDC 839, Classification Score Sheet
3. CDC 8021, Foreign Treaty & CDC 830, Transfer Treaty
4. CDC 830, Transfer Questionnaire
5. CDC 802, Interstate Compact
6. MSF/CCRC Screening Form
7. CDC 812, 812-A and/or 812-B, Notice of Critical Case Information
8. CDC 128-B1, Notice of Classification Hearing on CDC 108-A, Chrono Sheet- Classification
9. CDC 114-D, Order and Hearing Placement in Segregated Housing
10. CDC 816-A, Detention Processing Unit
11. All CDC 128-G Chronos/transfer teletypes on a CDC 108-A, Chrono Sheet-Classification
12. Other related forms and documents

Place all CDC Forms 839/840/841 under a CDC Form 3020-B, File Divider

Place all CDC Forms 812 under CDC Form 3020-C, File Divider

D. DISCIPLINARY:

1. CDC 804, Notice of Pending CDC 115 (Purge upon receipt of corresponding CDC Form 115)
2. CDC 115, Rules Violation Reports w/attached Incident Reports; CDC 629-A, 629-B, 1879, 1030 and DA responses
3. Other Incident Reports
4. CDC 128-As on CDC Form 109-A, Chrono Sheet Disciplinary
5. Other related forms and documents

E. GENERAL CHRONOS:

1. CDC 1845, Disability Verification
2. CDC 1882, Initial Housing Review
3. CDC 1882-A, General Population Double Cell Review
4. CDC 1882-B, ASU/SHU Double Cell Review
5. CDC 128-C Chronos on a CDC 109-B, Chrono Sheet-Medical
6. All CDC 128s (except for those pertaining to classification, disciplinary, medical, education and work) on a CDC 108-Chronological Record
7. All CDC 101 and 128-E, F, L, M Chronos on a CDC 109 Work Report/Education
8. CDC 191, Timecards on drop
9. Other related forms and documents

Like documents grouped together, most recent date on top, and in the order specified

F. MISCELLANEOUS:

1. CDC 127, Notification in Case of Inmate Death, Serious Injury or Serious Illness-always place on top
   CDC 602, Inmate/Parolee Appeal with attached CDC 1031, 1032, 1033 Computation Review Hearing
   CDC 7219, Medical Report of Injury or Unusual Occurrence
   Requests for Inmate Name Change
   CDC 601, Temporary Community Leave
   CDC 1604, Work Furlough Release
   CDC 1872, Joint Venture
   CDC 415/415-E, Community Prisoner Mother Program
   CDC 1890, Voluntary Placement Agreement Family Foundation Program
   CDC 345, Authorization for Director to Maintain Trust Account
   Miscellaneous correspondence
   Inactive case(s) Legal Status Summary, Cum Sum and Time collection on Same Inmate Number
   Other related forms and documents

Place documents in this section in the order received except for CDC Form 127 and Discharged Cum Sums/Time Collections. Place Discharged Cum Sums/Time collections under a divider sheet.

G. DETAINERS:

1. CI&I and FBI rap sheets
2. CDC 850 & CDC 850B, Detainer Summary & CDC 850A, USINS Detainer
3. Detainers (all documents related to a specific detainer together)
4. CDC 661, Inmate Notification & Agency Acknowledgment of Detainer Receipt
5. PC 1381/1389, Demand for Trial
6. CDC 616, Request for Disposition of Probation Waiver
7. CDC 1704, Request for Transfer in re Stoliker
8. CDC 1899, Waiver of Court Appearance-Return to Sending State
9. CDC 863, Notice of Release to Parole

Place all documents relating to a hold or notice under a CDC Form 3020-D, File Divider, in the order specified.

DETAINERS, continued on back

DETAINERS continued:

10. All Non-Confidential Requests and Notices of Release under CDC Form 3020-E, File Divider
11. CDC 1896, Request for Dismissal Pursuant to CA Vehicle Code Section 41500
12. Other related forms and documents

H. PAROLE:

Death Certifications-Death Certificate or Coroners' Report or Proof of Death Letter or CDC 1502
Discharge Documents
Parole Violation/Activity (Parole Incident) Reports
Parole Outpatient Clinic Report
CDC 1018, Notice of Return to Prison
CDC 102, Release Statement and Clothing Authorization
CDC 1515, Notice and Conditions of Parole
CDC 1121, Notice of Release Date and Residence Plan
CDC 611, Release Program Study
CDC 1868, Substance Abuse Program
Notice of Registration Requirement (SS8047, SS8048, SS8049)
Other related forms and documents

Place documents in this section in the order received, most recent date on top.

I. BPT AND NAEA:

Use the appropriate File Divider to separate the parts of this section.

Documents to be grouped in specified order by action/hearing date, most recent hearing date on top.

A. MENTALLY DISORDERED OFFENDERS (MDO) Place documents under CDC Form 3020-F, File Divider

1. BPT 1135, Miscellaneous Decision
2. MDO Screening form
3. BPT 1073, 1073A, 1073(b), 1074, Reasonable Accommodation Forms
4. BPT 1400, Certification Review
5. BPT 1410(a), Notice of Right to Certification Hearing-Acknowledgment
6. BPT 1415, Summary of Mentally Disordered Offender Hearing-Decision
7. BPT 1420(a), Notice of Right to Placement Hearing-Acknowledgment
8. BPT 1460(a), Notice of Right to Annual Review Hearing-Acknowledgment
9. BPT 1470, Waiver of Appearance Mentally Disordered Offender Hearing

B. SEXUALLY VIOLENT PREDATORS (SVP) Place documents under CDC Form 3020-G

1. SVP BPT 1103A, Summary of Probable Cause Hearing
2. BPT 1135, Miscellaneous Decision, SVP BPT actions for holds or hearings
3. BPT 1073, 1073A, 1073(b), 1074, Reasonable Accommodation Forms

C. PAROLE VIOLATIONS Place documents under CDC Form 3020-H

1. BPT 1135, Miscellaneous Decision
2. BPT 1103, Summary of Revocation Hearing and Decision
3. BPT 1104, Summary of Revocation Decision: Hearing Waived/Screening Offer
4. BPT 1104(b), Parolee-Attorney Decision Form
5. BPT 1104(c), Inmate/Parolee Waiver Form
6. BPT 1080, Notice of Date, Time and Place of Hearing
7. BPT 1101, Waiver of Revocation Hearing
8. BPT 1101A, Parole Revocation/Extension Hearing-Waiver of Appearance
9. BPT 1102, Absconders Arrested Out of State: Waiver of Extradition and Waiver of Revocation Hearing
10. BPT 1102A, Absconders: Waiver of Personal Appearance at Revocation Hearing Parolee-at-Large: Time Lost
11. BPT 1102B, Waiver of Hearing Right: Participation in Live-In Program as a Special Condition of Parole
12. BPT 1104A, Screening Offer Statement
13. BPT 1079, Request for Interpreter
14. BPT 1083, Attorney Determination
15. BPT 1100(b), Request for Witness
16. BPT 1073, 1072A, 1073(b), 1074, Reasonable Accommodation Forms
17. BPT 1100(a), Notice of Right to Revocation Hearing-Acknowledgment
18. BPT 1100(d), Notice of Probable Cause Hearing-Acknowledgment
19. BPT 1101B, Waiver of Revocation Extension Hearing
20. BPT 1120, Revocation/Extension Hearing: Reasons for Reschedule or Cancellation
21. BPT 1135A, Report of In-Custody Misconduct
22. BPT 1130, Central Office Calendar Decision
23. CDC 872, Parole Revocation Proceedings Report-Psychiatric Treatment; CDC 872A, Psychiatric Treatment, Continued
24. CDC 873, Evaluation for Parole Revocation for Psychiatric Treatment
25. Other related forms and documents

D. APPEALS Place documents under CDC Form 3020-I

1. BPT 1041, Appeals Unit Decision on Appeal
2. BPT 1043, Inmate/Parolee Appeals Screening
3. BPT 1074, Review of Reasonable Accommodation Request and Grievance Process
4. BP 1040, Appeal

E. LEGAL STATUS REVIEW Place documents under CDC Form 3020-J

1. BPT 1053, Petition for Legal Status Review Hearing

F. LIFE PRISONERS Place documents under CDC Form 3020-K

1. BPT 1016, Summary Of Rescission Hearing and Decision
2. BPT 1017, Summary Of Rescission Hearing and Decision-Non Disciplinary
3. BPT 1015, Notice of Right to Rescission Hearing
4. BPT 1137, Five Year Denial Review
5. BPT 1001, Life Prisoner Decision Face Sheet
6. BPT 1001A, Life Prisoner Hearing-Extraordinary Action and Decision
7. BPT 1000, Life Prisoner Parole Consideration Worksheet
8. BPT 1005, Life Prisoner: Parole Consideration Proposed Decision
9. Lifer Board Reports
10. Psychiatric Reports
11. Letters of support/opposition
12. BPT 1073, 1073A, 1073(b), 1074, Reasonable Accommodation Forms
13. BPT 1087, Notice of Hearing, Date Change
14. BPT 1087A, B, C, Notice of Hearing & Responses
15. BPT 1009, Life Prisoner: Documentation Hearing
16. Other related forms and documents

J. MICROFICHE ON ACTIVE CDC NUMBER

K. MICROFICHE & HARD COPY of Discharged Files

L. AD SEG: Manila Folder containing CDC 114As

M. CONFIDENTIAL (includes PC 3058.8, BPT 1087D, CDC 812-C): folder attached to inside of back cover

N. PHOTOGRAPHS: Attached to inside of back cover