

State of Vermont Agency of Human Services Department of Corrections	<u>INTERIM MEMO:</u> INMATE ACCESS TO COURTS	Page 1 of 2						
Local Procedure(s) Required: No Applicability: All staff (including volunteers and contractors) Security Level: "B"- Anyone may have access to this document.								
Approved: <table style="width: 100%; border: none;"> <tr> <td style="text-align: center; width: 33%;"><u>SIGNED</u></td> <td style="text-align: center; width: 33%;"><u>3/27/2017</u></td> <td style="text-align: center; width: 33%;"><u>3/28/2017</u></td> </tr> <tr> <td style="text-align: center;">Lisa M. Menard, Commissioner</td> <td style="text-align: center;">Date Signed</td> <td style="text-align: center;">Date Effective</td> </tr> </table>			<u>SIGNED</u>	<u>3/27/2017</u>	<u>3/28/2017</u>	Lisa M. Menard, Commissioner	Date Signed	Date Effective
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The purpose of this interim memo is to provide guidance to Department of Corrections (DOC) staff on the allowable use of the law library computers by inmates, specifically, to access relevant court form templates. This memo shall also outline appropriate situations in which inmates may be provided with printed court form(s) templates, as well as the method for inmates to request those templates.

Note: Generally, inmates shall no longer have access to pre-printed court forms. Only inmates who are housed in restricted housing, or who do not have access to a law library computer shall be provided with printed court form(s) templates.

General Population Inmates

Inmates housed in general population shall have opportunities to physically access the law libraries and the resources provided through the library, including the computers. The DOC shall provide relevant court form(s) templates on all law library computers.

Inmates shall not be allowed to print from the law library computers; they may view and take notes on the court form(s) templates and the legal research resource provided. Inmates may choose to either handwrite, or use a typewriter to type, the legal pleading based on the template and the inmates' legal research and review of court procedure.

Restricted Housing Inmates

Inmates assigned to a locked housing unit, segregation, protective custody, temporary protective

custody, medical isolation, have a temporary restriction order, or any other restricted housing unit shall be granted access to a law library computer if available in those housing units. The DOC shall provide relevant court form templates on all law library computers.

Inmates shall not be allowed to print from the law library computers; they may view and take notes on the templates provided. Inmates may choose to either handwrite or use a typewriter to type the form based on the template.

Inmates assigned to restricted housing units where a law library computer is not installed may request printed court form(s) templates by submitting a written request to the staff assigned to the unit.

DOC staff who receive the written request shall ensure the request is submitted to the Law Library staff or the Legal Education Director (LED) and if appropriate shall provide the printed court form(s) template to the inmate in order to hand write the legal pleading.