



# Request for Inclusion or Revision to an Administrative Directive

Connecticut Department of Correction

CN 1301  
REV 07/25/16

Administrative Directive Number: 10.3

Title: Inmate Legal Assistance

I recommend the following inclusion or revision to the above referenced Administrative Directive (provide detailed explanation):

The West v. Manson consent decree has been modified as it relates to the provision of family law legal services. The consent decree no longer requires direct representation of York inmates in family legal matters. It has replaced this requirement with the requirement that the contracted legal provider conduct seminars on family law at least once per year per facility, and that the provider send inmates materials on family law upon request. As a result, AD 10.3 should be revised as follows:

**A. Modification of Section 4, Scope of Services:** The paragraph should be changed to read as follows:

The contract services shall be limited to rendering assistance which shall include identifying, articulating and researching legal claims and enabling inmates with access to the judicial system through advice, counsel and physical preparation of meaningful legal papers such as writs, complaints, motions and memorandum of law for claims having legal merit. The meaningful papers referred to shall be limited to those which are needed to give prisoners a reasonably adequate opportunity to present, among other claims, claimed violations of fundamental constitutional rights to the courts, either as a plaintiff seeking judicial relief or as a defendant opposing such relief. The contract services shall also include at least one family law seminar per year at each facility and the provision of self-help family law pamphlets to inmates. Access to the courts shall not include representation before the courts or the filing of an appearance in a civil case, ~~unless otherwise excepted in the contract as it pertains to the York Correction Institution or~~ except by request of the Commissioner or designee.

**B. Elimination of Section 5, Special Attorney for York Correction Institution.**

The entire paragraph should be deleted.

See attached documents

### ORIGINATOR

Name: [Redacted] Title: [Redacted] Date: 1/17/18

Signature: [Redacted] Facility/Unit: [Redacted]

### UNIT/DISTRICT/DIVISION RECOMMENDATIONS

Approved	Denied		
<input type="checkbox"/>	<input type="checkbox"/>	Unit Administrator's signature:	Date:
<input type="checkbox"/>	<input type="checkbox"/>	District Administrator's signature: <small>(only needed if originating from facility)</small>	Date:
<input type="checkbox"/>	<input type="checkbox"/>	Division Administrator's signature:	Date:

Reviewed by:



Office of Standards and Policy Staff signature: *[Signature]* Date: 1/23/18

### COMMISSIONER'S DECISION

This request is:  **APPROVED**  **DENIED** Effective date of request:

The language/provisions of this inclusion/revision shall be effective as of and subsequently added to the Administrative Directive at the next update: Date:

This inclusion/revision shall be added to the Administrative Directive prior to: Date:

This inclusion/revision shall be added immediately to the Administrative Directive.

Commissioner's signature: *[Signature]* Date: 1/25/18