

OFFENDER FILE REVIEW PROCEDURE

THE FOLLOWING PROCEDURE IS INTENDED TO OUTLINE THE PROCESS OF OFFENDER FILE REVIEWS BY ATTORNEYS:

- 1) CONTACT AGENT OF RECORD TO ARRANGE FOR DATE AND TIME TO REVIEW FILE. IF THE AGENT OF RECORD IS NOT KNOWN, PLEASE CALL 262-521-5132 DURING THE HOURS OF 7:45 AM TO 4:30 PM FOR THIS INFORMATION.
- 2) 48 HOURS NOTICE IS REQUESTED SO PROPER ACCOMMODATIONS CAN BE MADE. IF THE AGENT OF RECORD IS NOT AVAILABLE ON THE DATE AND TIME REQUESTED, PLANS WILL BE MADE FOR ANOTHER AGENT OR OFFICE STAFF TO COVER, GRANTED 48 HOURS NOTICE IS PROVIDED.
- 3) OFFICE HOURS TO VIEW FILES ARE FROM 7:45 AM TO 4:30 PM. REQUESTS TO VIEW AN OFFENDER'S FILE MAY NOT TAKE PLACE OUTSIDE THESE HOURS.
- 4) PLEASE SECURE OFFENDER'S SIGNATURES ON RELEASES OF CONFIDENTIAL HEALTH AND NON-HEALTH INFORMATION PRIOR TO SCHEDULED FILE REVIEW. PLEASE NOTE THAT WE ARE NOT AUTHORIZED TO RELEASE THIRD PARTY DOCUMENTS TO OUTSIDE AGENCIES IF SUCH DOCUMENTS ARE MARKED WITH AN ADVISORY PROHIBITING FURTHER RELEASE.
- 5) PLEASE ADVISE STAFF DURING THE FILE REVIEW IF YOU WISH TO HAVE COPIES MADE OF ANY FILE MATERIAL. COPIES WILL BE MADE FOR YOU BY OFFICE OPERATIONS STAFF. THE FEE FOR COPIES IS \$.15 PER PAGE. ATTORNEYS EMPLOYED BY STATE AGENCIES ARE NOT CHARGED FOR COPIES TOTALING LESS THAN 10 PAGES. CHECKS OR MONEY ORDERS ARE THE ONLY ACCEPTED FORM OF PAYMENT; WE CANNOT ACCEPT CASH OR CREDIT CARDS. OFFICE OPERATIONS STAFF WILL CALCULATE COPYING CHARGES AND CREATE AN INVOICE USING YOUR BUSINESS CARD. THE INVOICE CAN BE MAILED PER REQUEST.