

**TITLE 515. PARDON AND PAROLE BOARD
CHAPTER 10. CLEMENCY HEARINGS**

SUBCHAPTER 5. CLEMENCY HEARING PROCEDURES

515:10-5-1. Clemency hearing packets [AMENDED]

- (a) Clemency Hearing Packets must be submitted to the administrative office of the Board on or before a date set by the Chairperson.
- (b) A Clemency Hearing Packet shall consist of no more than fifty pages of arguments and an appendix of no more than one hundred and fifty pages of supplemental exhibits, such as trial transcripts, photos, letters of support, etc.
- (c) All pages in the appendix of the Clemency Hearing Packet shall be consecutively numbered. An argument referring to documents in the appendix shall include reference to the appendix page number.
- (d) Audio or visual exhibits may be submitted in lieu of written exhibits.
- (e) If audio or visual exhibits are submitted, one-hour running time shall be considered equal to fifty pages. The burden is on the party making an audio or visual exhibit in lieu of written exhibits to ensure that the submission is in a format that is readily available to the members of the Board as well as the opposing party.
- (f) Clemency Hearing Packets in excess of these limitations will be rejected by the Board unless prior approval to exceed the limitation has been obtained in writing from the Chairperson of the Board.
- (g) A Clemency Hearing Packet for each Board member must be submitted, along with an additional copy for the administrative office and an electronic copy in PDF format.
- (h) With the exception of the copy for the Board's administrative office copy, a Clemency Hearing Packet must be submitted with pre-paid postage for mailing purposes.
- (i) Failure, by either party, to deliver the Clemency Hearing Packets on or before the date set by the Chairperson shall constitute a waiver of the opportunity to submit a Clemency Hearing Packet, unless prior approval for the late filing of a packet is obtained from the Chairperson.
- (j) The administrative office of the Board is responsible for mailing the Clemency Hearing Packets to the members of the Board.
- (k) The Representative for the State and the Legal Representative for the Offender are responsible for providing a copy of the Clemency Hearing Packet to the other party at the same time the packet is delivered to the administrative offices of the Board. The Board shall not be responsible for the exchange of documents between the parties.
- (l) The Representative for the State and the Legal Representative for the Offender is responsible for providing a copy of the Clemency Hearing Packet to the Office of the Governor at the same time the packet is delivered to the administrative offices of the Board.
- (m) No supplemental documents or exhibits may be submitted to the members of the Board at the Clemency Hearing, without prior approval from the Chairperson of the Board.