



Family Preparation Checklist

If Your Loved One Was Convicted by a 10-2 Jury in Louisiana

This checklist is designed to help families organize important information and documents if their loved one was convicted by a **non-unanimous jury verdict (10-2 or 11-1)** in Louisiana.

Preparing these materials ahead of time can help if opportunities arise for **legal review, legislative relief, or parole consideration.**

STEP 1 – Confirm the Jury Verdict

- Confirm whether the verdict was **10-2 or non-unanimous**
- Locate the **jury verdict form**
- Check for a **jury polling record**
- Review the **trial transcript** for the jury vote
- Review the **appellate court decision**
- Ask the **trial or appellate attorney** if the verdict was non-unanimous
- Contact the **Parish Clerk of Court** if records are needed

STEP 2 – Gather Court Records

Collect as many case documents as possible.

- Bill of Information or Indictment
- Jury Verdict Form



- Jury Polling Sheet (if available)
 - Sentencing Documents
 - Commitment Order
 - Trial Transcript
 - Jury Selection Transcript (Voir Dire)
 - Jury Instructions
 - Appellate Court Decisions
 - Post-Conviction Filings
 - Prior Motions Filed by Attorneys
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STEP 3 – Gather Department of Corrections Records

These documents help demonstrate rehabilitation and institutional history.

- Department of Corrections **Master Prison Record**
- Institutional **disciplinary record**
- Work history while incarcerated
- Program participation record
- Educational achievements (GED, college, certifications)
- Vocational training certificates
- Religious or faith-based program participation
- Mentorship or leadership roles inside the facility



STEP 4 – Collect Evidence of Rehabilitation

- Educational certificates
- Program completion certificates
- Work evaluations
- Letters from prison staff (if available)
- Community program participation
- Evidence of mentorship or service to others

STEP 5 – Gather Support Letters

Support letters help show community support and stability.

- Letters from immediate family members
- Letters from faith leaders
- Letters from community leaders
- Letters from teachers or mentors
- Letters from potential employers
- Letters from friends or supporters

STEP 6 – Prepare a Re-entry Plan

- Proposed **living arrangements**



- Potential **employment opportunities**
 - Transportation plan
 - Community support system
 - Counseling or mentoring programs
 - Faith or community organizations offering support
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STEP 7 – Create a Case Support Folder

Families should keep everything organized in one place.

Include:

- Case timeline
- Court documents
- Appeal decisions
- Rehabilitation records
- Support letters
- Personal biography of the incarcerated individual
- Family photos (optional)



Important Case Information

Name of Incarcerated Individual: _____

DOC Number: _____

Date of Birth: _____

Parish of Conviction: _____

Year of Conviction: _____

Docket Number: _____

Jury Vote (10-2 / 11-1): _____

Trial Attorney: _____

Appellate Attorney: _____

Years Served: _____