

**INSTRUCTIONS FOR FILING A PETITION FOR WRIT OF
HABEAS CORPUS PURSUANT TO 28 U.S.C. § 2241 & § 2254**

-READ CAREFULLY-

- 1) Rule 81.3(a) of the Local Rules of this court requires that petitions filed by prisoners in custody be submitted on this court's approved form. You may obtain copies of this form from the Clerk of this court. The petition must be typewritten or neatly handwritten and signed by the petitioner. It is not necessary to swear to the petition under oath before a notary public. However, you must attest under penalty of perjury that your petition is true and correct. You are warned that any false statement of a material fact may subject you to further prosecution and conviction.
- 2) All questions must be answered briefly in the proper space on the form. Additional pages may be used only if there is not enough space on the form. You may not answer a question by referring to another document, such as "see attached" or "see brief." If you refer to other documents, such as court rulings or trial transcripts, you should, if possible, attach copies of them as exhibits to the petition. You do not need to cite cases or statutes. Briefs or arguments are not to be submitted unless requested by the court.
- 3) **You should list in your petition all possible reasons why your conviction or sentence should be set aside. If you fail to do so, you normally will be prohibited from presenting additional reasons in another petition. Once the court has ruled on your habeas claims, you may not file another habeas petition attacking the same conviction or sentence without prior permission from the U.S. Court of Appeals. You should therefore prepare your petition with care.**
- 4) The filing fee for a petition for habeas corpus is **\$5.00**, which should be sent in with the petition. If you cannot pay the filing fee, you may request permission to file as a poor person, or "in forma pauperis." To do so, you must complete and sign this court's form, titled "Application For Leave To Proceed Without Prepayment Of Fees And Affidavit." You must also send in a certified copy of your trust fund account statement. Prison officials for each prison or jail can give you a paper showing all money you received during the six months before you filed your petition. The court will then decide whether you may proceed without payment of the filing fee. Generally, prisoners with income from a prison job or regular gifts from outsiders must pay the \$5.00 fee.
- 5) When the petition is fully completed, mail the original petition and any exhibits, plus two copies of the petition together with the exhibits, to the Clerk of the United States District Court, Prisoner Correspondent, 219 South Dearborn Street, Chicago, Illinois 60604. After they are received, the court will first decide whether you will be permitted to proceed in forma pauperis if the filing fee was not paid. The court will then review the petition, any exhibits to the petition, and published reports of court decisions relating to your case. If it is clear from the petition and exhibits that you are not entitled to habeas relief, then the court will dismiss the petition without ordering a response from the state. If it appears that you may have a habeas claim, the state will be ordered to respond to the petition.
- 6) You may request that counsel be appointed to represent you. You should use this court's form, and you must include a properly completed application for leave to proceed in forma pauperis, even if you have paid the filing fee. Prisoners have no right to have an attorney help them in a habeas corpus petition, and the court does not usually appoint counsel. The court normally appoints an attorney only (a) in death penalty cases, (b) where an evidentiary hearing will be required, or (c) where, given the difficulty of the case and the petitioner's ability, it appears that the petitioner cannot succeed without an attorney but would have a reasonable chance of success if an attorney were appointed.

PART I -- TRIAL AND DIRECT REVIEW

1. Kind of trial: (Check one): Jury () Judge only ()
2. Did you testify at trial? YES () NO ()
3. Did you appeal from the conviction or the sentence imposed? YES () NO ()

(A) If you appealed, give the

(1) Name of court: _____

(2) Result: _____

(3) Date of ruling: _____

(4) Issues raised: _____

(B) If you did not appeal, explain briefly why not:

4. Did you appeal, or seek leave to appeal, to the highest state court? YES () NO ()

(A) If yes, give the

(1) Result _____

(2) Date of ruling: _____

(3) Issues raised: _____

(B) If no, why not: _____

5. Did you petition the United States Supreme Court for a writ of *certiorari*? Yes () No ()

If yes, give (A) date of petition: _____ (B) date *certiorari* was denied: _____

PART II -- COLLATERAL PROCEEDINGS

1. With respect to this conviction or sentence, have you filed a post-conviction petition in state court?

YES () NO ()

With respect to *each* post-conviction petition give the following information (use additional sheets if necessary):

A. Name of court: _____

B. Date of filing: _____

C. Issues raised: _____

D. Did you receive an evidentiary hearing on your petition? YES () NO ()

E. What was the court's ruling? _____

F. Date of court's ruling: _____

G. Did you appeal from the ruling on your petition? YES () NO ()

H. (a) If yes, (1) what was the result? _____

(2) date of decision: _____

(b) If no, explain briefly why not: _____

I. Did you appeal, or seek leave to appeal this decision to the highest state court?

YES () NO ()

(a) If yes, (1) what was the result? _____

(2) date of decision: _____

(b) If no, explain briefly why not: _____

2. With respect to this conviction or sentence, have you filed a petition in a **state court** using any other form of post-conviction procedure, such as *coram nobis* or habeas corpus? YES () NO ()

A. If yes, give the following information with respect to each proceeding (use separate sheets if necessary):

1. Nature of proceeding _____
2. Date petition filed _____
3. Ruling on the petition _____
3. Date of ruling _____
4. If you appealed, what was the ruling on appeal? _____
5. Date of ruling on appeal _____
6. If there was a further appeal, what was the ruling? _____
7. Date of ruling on appeal _____

3. With respect to this conviction or sentence, have you filed a previous petition for habeas corpus in **federal court**? YES () NO ()

A. If yes, give name of court, case title and case number: _____

B. Did the court rule on your petition? If so, state

- (1) Ruling: _____
- (2) Date: _____

4. WITH RESPECT TO THIS CONVICTION OR SENTENCE, ARE THERE LEGAL PROCEEDINGS PENDING IN ANY COURT, OTHER THAN THIS PETITION?

YES () NO ()

If yes, explain: _____

PART III -- PETITIONER'S CLAIMS

1. State briefly every ground on which you claim that you are being held unlawfully. Summarize briefly the facts supporting each ground. You may attach additional pages stating additional grounds and supporting facts. If you fail to set forth all grounds in this petition, you may be barred from presenting additional grounds later.

BEFORE PROCEEDING IN THE FEDERAL COURT, YOU MUST ORDINARILY FIRST EXHAUST YOUR STATE COURT REMEDIES WITH RESPECT TO EACH GROUND FOR RELIEF ASSERTED.

(A) Ground one _____
Supporting facts (tell your story briefly without citing cases or law):

(B) Ground two _____
Supporting facts:

(C) Ground three
Supporting facts:

(D) Ground four
Supporting facts:

2. Have all grounds raised in this petition been presented to the highest court having jurisdiction?
YES () NO ()
3. If you answered "NO" to question (16), state briefly what grounds were not so presented and why not:
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PART IV -- REPRESENTATION

Give the name and address, if known, of each attorney who represented you in the following stages of the judgment attacked herein:

- (A) At preliminary hearing _____
- (B) At arraignment and plea _____
- (C) At trial _____
- (D) At sentencing _____
- (E) On appeal _____
- (F) In any post-conviction proceeding _____
- (G) Other (state): _____

PART V -- FUTURE SENTENCE

Do you have any future sentence to serve following the sentence imposed by this conviction?

YES () NO ()

Name and location of the court which imposed the sentence: _____

Date and length of sentence to be served in the future _____

WHEREFORE, petitioner prays that the court grant petitioner all relief to which he may be entitled in this proceeding.

Signed on: _____
(Date)

Signature of attorney (if any)

I declare under penalty of perjury that the foregoing is true and correct.

(Signature of petitioner)

(I.D. Number)

(Address)