**TRIAL ATTORNEY QUESTIONNAIRE**

If you have filed a notice of intent to seek postconviction relief, you need to make sure you have done the following, before your trial representation is complete:

1. Email a date-stamped copy of the notice of intent and all transcripts obtained during your trial representation to [madisonappintake@opd.wi.gov](mailto:madisonappintake@opd.wi.gov).

2. Address sentence credit AND restitution.

3. Discuss with your client a stay of any jail sentence pending appeal, and litigate a motion to stay jail sentence should your client choose and you feel there is an appropriate basis to do so.

4. Fill out this questionnaire and sent it, as well as any other information you receive for the appellate attorney (before an appellate attorney is appointed) to Appellate Intake at [madisonappintake@opd.wi.gov](mailto:madisonappintake@opd.wi.gov).

**Client’s Name:     Client’s Current Location:**

**Client’s Phone:           Client’s Email:**

**County:            Case No(s).:**

**Case Type (charges):**

**Trial or Plea (if trial, court or jury and length):**

**Trial Atty Name:            Attorney Phone:**

**Attorney E-mail:**

(1) Does client need an interpreter?  Yes *If yes*, what language?

(2) Is there any hearing scheduled or likely to be scheduled in the future (e.g. restitution hearing, status hearing)?

*If yes*: What kind of hearing?       When will it take place?

(3) Is there a stay of sentence pending appeal?       *If no*, why not?

(4) Is the client on Huber/Work Release?

(5) Potential conflicts:

|  |  |
| --- | --- |
| Codefendant/Witness/Informant etc. | Represented By |
|  |  |
|  |  |

(6) Do you believe there are potential appellate issues and, if so, what are they? (e.g. any preserved issues, did client raise any concerns or do you have any concerns regarding the plea or sentencing, did the state comply with the plea agreement, did the court rely on inaccurate information at sentencing, is there any relevant information that was not presented at sentencing?)

(7) Is there anything else the appellate attorney should know about the client or the case?