



INCARCERATED PERSON INITIAL AUTHORIZATION AND APPLICATION PAGE 1 OF 4

Purpose of this first packet

This packet begins the review process and may be mailed to an incarcerated person for completion. It does not contain Legal Bro Services payment, guaranty, collateral, strategy, or final service documents. Those materials are released through the secure portal only if the request is approved and the proper stage is reached.

Important boundaries

Legal Bro Services is not a law firm and does not provide attorney representation or legal advice.

We provide paralegal and document preparation support for self represented persons. Documents are prepared for the customer to review, sign, and file on their own behalf.

Submitting this packet does not mean the matter is accepted. Acceptance requires a written approval and a Legal Bro Services case number.

An incarcerated person should not discuss strategy through monitored jail or prison communications. Legal Bro Services will communicate through the authorized representative named in this packet.

No service payment is due while the applicant remains incarcerated. Any approved payment terms will be stated later in a separate agreement.

Choose the starting path

- ☐ The incarcerated person will complete and sign this packet.
- ☐ A representative already has written authorization and will upload it through the secure online intake.
- ☐ The person is on house arrest or has internet access and will complete the online intake.



INCARCERATED PERSON INFORMATION

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Full legal name

Date of birth

Last four digits of Social Security number

DOC, booking, or inmate number

Facility name

Facility mailing address

Housing unit, dorm, or cell

Expected release date, if known

Home address after release

City, state, and ZIP code

Telephone number after release, if known

Email address, if available

Current or expected employer

If no employment, explain the expected means of making future payments



CASE AND AUTHORIZED REPRESENTATIVE INFORMATION

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Court, agency, or jurisdiction

Case number, if any

Charges, claims, or type of matter

Next hearing, deadline, or important date

Attorney name and contact information, if represented

Authorized representative full legal name

Relationship to incarcerated person

Street address

City, state, and ZIP code

Telephone number

Email address

Employer and occupation

Driver license or state ID number and issuing state



AUTHORIZATION, CERTIFICATION, AND SIGNATURES

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Authorization

I authorize Legal Bro Services to communicate with the representative named in this packet concerning my request. I understand that the representative is not accepted as a customer, guarantor, or financially responsible party unless a later written agreement says so and is signed by all required parties.

Communication confirmation

If written authorization cannot be verified, one confirmation call may be made to 877 632 2343. If no one answers, leave a voicemail stating the DOC, booking, or inmate number and the full name of the person authorized. If no DOC or booking number exists, state the date of birth and last four digits of the Social Security number. Do not discuss case strategy in the voicemail.

Certification

I certify that the information in this packet is true and complete to the best of my knowledge. I understand that false, incomplete, or unverifiable information may cause Legal Bro Services to decline or stop review. I understand that this application is pending unless Legal Bro Services issues written approval and a case number.

Incarcerated person signature

Printed name

Date signed

Authorized representative signature

Printed name

Date signed

STAFF USE ONLY

☐ Pending

☐ Additional information required

☐ Approved for next stage

Legal Bro Services case number

Reviewer and date
