



ADULT COMMUNITY CORRECTIONS DIVISION STANDARD OPERATING PROCEDURES

Procedure No.: ACCD 3.3.200	Subject: LEGAL ASSISTANCE
Reference:	Page 1 of
Effective Date: 01/16/14	Revision Dates:
Signature / Title: /s/ Pam Bunke, ACCD Administrator	

I. DIVISION DIRECTIVE:

The Adult Community Corrections Division contracted facilities will provide assistance to offenders who desire to access the courts.

II. DEFINITIONS:

ACCD-Adult Community Corrections Division Contracted Facility – Includes Prerelease Centers (PRC), Sanction Treatment Assessment Revocation & Transition (START), Warm Springs Addiction Treatment & Change Program (WATCH), Connections Corrections Program (CCP), Passages Alcohol and Drug Treatment (Passages ADT), Passages Assessment, Sanction & Revocation Center (Passages ASRC), NEXUS Correctional Treatment Center (NEXUS), and Elkhorn Treatment Center (Elkhorn).

Department – The Montana Department of Corrections.

Prerelease Facility Contract Manager – The Department's employee who acts as the liaison for services and monitors the contractual agreements between the Department and prerelease centers: Alpha House PRC, Gallatin County Re-entry Program, Butte PRC, Great Falls Transition Center, Helena PRC, and Missoula PRC.

Treatment Facility Contract Manager – The Department's employee who acts as the liaison for services and monitors the contractual agreement between the Department and ACCD contract treatment facilities: START, CCP, Passages, Elkhorn, Nexus, and WATCH.

III. PROCEDURES:

ACCD contract facilities will provide offenders with the necessary forms for filing the following:

1. Civil rights complaints;
2. Post-conviction petitions
3. Sentence review applications
4. Notices of appeal, and
5. Habeas corpus petitions

If necessary, the facility may request the appropriate forms from the Prerelease Facility or Treatment Facility Contract Manager (Contract Manager). Any other questions regarding legal assistance requested by an offender may also be directed to the Contract Manager.

IV. CLOSING:

Questions regarding this procedure should be directed to the Facility Administrator or appropriate Contract Manager.