

Pardon Process

1. ESTABLISH ELIGIBILITY

- a. This step is completed at Part A Clinic
- b. Refer to our [Pardon Eligibility](#) document and our [WI Pardon Eligibility](#) video for a more in-depth explanation of the eligibility standards.
- c. You can use [CCAP](#) to get more information on your criminal record and convictions.

2. GET CERTIFIED COPIES

- a. Refer to our [Certified Copies Flyer](#) for information on how to get your certified copies and how to schedule a Part B appointment with our clinic
 - i. This flyer is specific to Milwaukee County. If your conviction was outside of Milwaukee County, please contact their Clerk of Courts to find out how to get your certified copies.

3. COMPLETE PARDON APPLICATION/PACKET

- a. This step is started at your Part B appointment
- b. You can find the application on Governor Evers website:
<https://evers.wi.gov/pages/pardon-information.aspx> (Last Updated: August 2021)
- c. For help completing the application on your own, watch this [How-To Video](#) that takes you through each question and gives you tips and more useful information.
 - i. Refer to this presentation for additional help: [Community Classroom Presentation](#)
- d. **DO NOT sign your application until you are in front of a notary**
- e. Additional documents to include to make a complete pardon packet:
 - i. Letters of recommendation/letter of character (minimum of 3 is strongly recommended)
 - ii. Diplomas, certificates, transcripts etc.
 - iii. Resume, CV, etc.
 - iv. Other relevant documents you want the Pardon Advisory Board to consider

4. MAIL APPLICATION

Where to mail:	What to mail:
<p>Office of the Governor Attn: Pardon Advisory Board P.O. Box 7863 Madison, WI 53707</p>	<ul style="list-style-type: none"> ● Original Pardon application (the one that was notarized) ● Certified Copies <ul style="list-style-type: none"> ○ Felony Information ○ Criminal Complaint ○ Judgment of Conviction ● Letters of recommendation ● Diplomas, certificates, transcripts etc. ● Resume, CV, etc. ● Other relevant documents <p>All these documents should be sent in one envelope/packet.</p>
<p>Milwaukee County Clerk of Court, Criminal Division Milwaukee County Safety Building 821 W. State Street, Rm. 117 Milwaukee, WI 53233</p>	<ul style="list-style-type: none"> ● Notice of Pardon to Judge (page 10 of application) ● Copy of your Pardon application
<p>Milwaukee County District Attorney Office Milwaukee County Safety Building 821 W State Street, Rm. 405 Milwaukee, WI 53233</p>	<ul style="list-style-type: none"> ● Notice of Pardon to District Attorney (page 11 of application) ● Copy of your Pardon application
<p>Please Note:</p> <ul style="list-style-type: none"> ● The Judge and DA will mail you back a copy of the notice with their decision (no opinion is okay!) and they will mail the original copy to the Pardon Advisory Board ● It is a good idea to mail everything on the same day. ● If your case was not a Milwaukee County case, you must mail the notices to the District Attorney and the Judge/Clerk of Court in the county in which you were convicted. 	

5. APPLICATION REVIEWED BY PARDON ADVISORY BOARD

a. Initial Review

- i. Applications are first reviewed for eligibility and completeness. Applicants are notified if they are ineligible. If their applications are incomplete, they are provided an opportunity to submit the missing materials.
- ii. Due to the large volume of applications, this may take several months.

b. Supplemental Review

- i. If an applicant is eligible and their application is complete, their application is placed in line to be considered by the Pardon Advisory Board. During this time, applications receive a more thorough review.

- ii. It is possible that a person initially deemed eligible can be identified as ineligible after supplemental review. In that case, the applicant is notified that their application will no longer be considered.

6. HEARING IN FRONT OF PARDON ADVISORY BOARD*

a. Hearing

- i. Most applicants will be scheduled for a hearing in front of the Board. This typically has taken 13-14 months from the date that the application is received.
- ii. Applicants are notified about a month in advance that they have been scheduled for a hearing and will be provided with the logistical details.
- iii. Hearings are open to the public and will likely be virtual. Each applicant will appear before the Board for approximately 15 minutes.
- iv. Board members may ask questions about:
 - 1. The offense
 - 2. How their sentence went
 - 3. What they have done since the completion of their sentence
 - 4. Why they think they should receive a pardon
 - 5. Other information about anything revealed in background checks or disclosed on the application

b. *Expedited Review

- i. Select applications for older, non-violent, lower-level offenses may be placed on an expedited track. These applications undergo the same review process but are not scheduled for a hearing.
- ii. Upon the recommendation by the Chair of the Board, the application is sent directly to the Governor for consideration.
- iii. Expedited applicants will be notified of the final decision.

Source: <https://evers.wi.gov/pages/pardon-information.aspx>

QUESTIONS??

Questions or requests for an update in your application status may be emailed to GOVPardons@wisconsin.gov. You can also call 608-266-1212. **Milwaukee area applicants are encouraged to call 414-227-4344.**