

Packet Assembly Checklist

The packet is the client's written case. Every tab is an opportunity to answer a Panel question before it is asked. Always follow institutional mail and property rules and confirm what is permitted for the facility.

✓	Item	Notes
☐	Cover letter from counsel identifying client, CDCR #, and hearing date	
☐	Table of contents with tabbed sections	
☐	Personal statement / insight statement	
☐	CRA response document addressing each finding	
☐	Criminal thinking management plan	
☐	Stress / emotional regulation plan	
☐	Challenges upon release plan	
☐	Relapse prevention plan (if applicable)	
☐	Sex offense management plan and offense cycle (if applicable)	
☐	Programming summary with completion certificates and chronos	
☐	Work history and laudatory chronos	
☐	Housing plan with address, backup, and supporting letter	
☐	Employment / income plan with supporting letter or program intake	
☐	Financial plan and first-90-days budget	
☐	Community support and mentor letters	
☐	Family support letters	

✓	Item	Notes
☐	Treatment continuity plan (with named providers in county of release)	
☐	Education and vocational records (diploma, GED, certifications)	
☐	Medical and mental health continuity plan, including medications list	
☐	Transportation plan	
☐	Identification plan (CDL, state ID, Social Security card, birth certificate)	
☐	Any amends letters or restorative-justice materials (with counsel review)	
☐	Proof of packet mailing (tracking receipt) kept in file	

Mailing reminder

Mail the packet so it arrives at the Board at least 15 days before the hearing. Use tracked mail and keep the receipt in the file.

Keep a complete duplicate of the packet — paper and digital — for the attorney file and the client's property.