

OFFICE OF EXECUTIVE CLEMENCY

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REQUEST FOR REVIEW - COMMUTATION OF SENTENCE ONLY

Effective March 9, 2011

A Request for Review for Commutation of Sentence is necessary when an applicant cannot meet the requirement of the Rules of Executive Clemency. For example, a person incarcerated is ineligible to apply for any form of Executive Clemency unless a Request for Review is granted in accordance with Rule 8 so long as he/she has completed **one third (1/3)** of the sentence imposed, or, if serving a minimum-mandatory sentence, has completed at least **one half (1/2)** of the sentence, whichever is greater. In regard to any Life sentence, an individual must complete **12-½ years** of the sentence.

The attached Request for Review form should be filled out completely and submitted with copies of certified court documents for the felony conviction for which you are seeking a Commutation of Sentence. The court documents consist of the charging document (often referred to as the State Attorney Information or Indictment), Judgment, and Sentence, and all supporting information. The court documents can be obtained from the Clerk of Court in the county where the offense occurred.

One original of all materials is required before the request will be processed. Any additional information should also be submitted to this office.

Inmates: You do not need to submit copies of the certificates you receive when you complete any educational/vocational classes. You may list them on a separate sheet of paper identifying the class and the date the certificate was received.

Once the Request for Review is accepted, the Florida Commission on Offender Review (FCOR) is required to review the case and furnish an advisory recommendation for consideration to the Clemency Board. The applicant and attorney, if being represented in this process, will be notified as to whether the recommendation from the Commission is favorable or unfavorable. Please understand that this is not an adversarial process and you do not have to have an attorney for the process.

A formal hearing before the Clemency Board will not be scheduled unless the Request for Review is granted by the Governor and one Board Member, at which time the case will be referred to the Commission for a full background investigation, report and recommendation.

Any person who has been denied a Request for Review under Rule 8 may not apply for another review for at least **five** years from the date the prior request was denied.

ALL INFORMATION AND DOCUMENTS SUBMITTED WITH THIS REQUEST BECOMES THE PROPERTY OF THE OFFICE OF EXECUTIVE CLEMENCY AND WILL NOT BE RETURNED. PLEASE KEEP COPIES OF YOUR DOCUMENTS FOR FUTURE REFERENCE.

**PLEASE DO NOT PUT DOCUMENTS IN SHEET PROTECTORS
OR ANY TYPE OF NOTEBOOK OR BINDER
YOU MAY EITHER STAPLE OR USE BINDER CLIPS**