

JUDICIAL ADVOCATES

Federal Litigation Consulting & Document Preparation

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Post-Conviction Relief

Client Intake Questionnaire

§ 2241 Habeas Corpus • § 2255 Motions • Related Proceedings

IMPORTANT DISCLOSURE: Judicial Advocates is a federal litigation consulting and document preparation service. **We are not a law firm and are not licensed to practice law.** We do not provide legal advice. We provide research, consulting, litigation strategy, and document preparation services. No attorney-client relationship is created by the completion of this questionnaire or the retention of our services. We strongly recommend that all documents prepared by Judicial Advocates be reviewed by a licensed attorney prior to filing.

Date Completed:

Completed By:

Relationship to Client (if not the client):

QUICK START GUIDE — READ THIS FIRST

This questionnaire collects the information needed to evaluate and prepare your post-conviction petition — whether a § 2241 habeas corpus petition challenging BOP's execution of your sentence, a § 2255 motion challenging your conviction or sentence, or related proceedings. It is organized into **3 parts**.

BEFORE YOU BEGIN, GATHER THESE DOCUMENTS:

- Judgment & Commitment Order (J&C)
- Pre-Sentence Report (PSR)
- Sentence Computation Data (BOP Sentence Monitoring printout)
- Any prior post-conviction filings and court orders
- Administrative Remedy records (BP-8 through BP-11)
- FSA Earned Time Credit records (if applicable)
- Any BOP denial letters or policy memos related to your claim

PART	SECTIONS	COVERS	EST. TIME
Part 1	I – III	Identity, Case & Sentence	~10 min
Part 2	IV – VIII	FSA Credits, Admin Remedies & Grounds	~20 min
Part 3	IX – XI	Prior Filings, Documents & Certification	~10 min

ANSWER EVERY QUESTION. Write "Unknown" or "N/A" if a question does not apply. Do not leave blanks — blank answers force us to follow up and delay your case.

PART 1 OF 3: IDENTITY, CASE & SENTENCE (~10 minutes)

SECTION I: CLIENT IDENTIFICATION

1. Full Legal Name: _____

2. Other Names (aliases, AKAs): _____

3. Date of Birth: _____

4. Age: _____

5. SSN (last 4): _____

6. BOP Register Number: _____

7. Current BOP Facility: _____

Mailing Address: _____

City/State/ZIP: _____

8. Citizenship:

U.S. Citizen

Lawful Permanent Resident

Non-Citizen

Non-citizen status may affect both your claim and potential ICE detainer issues.

SECTION II: FAMILY & EMERGENCY CONTACT

WHY WE ASK: We need a reliable contact who can send documents, communicate on your behalf, and receive case updates. Incarcerated clients have limited access — your contact is critical.

Full Name: _____

Relationship: _____

Phone: _____

Alternate Phone: _____

Email: _____

Mailing Address / City / State / ZIP: _____

Authorized to receive case updates?

Yes

No

SECTION III: CRIMINAL CASE & SENTENCE DETAILS

WHY WE ASK: We must know your exact case information, charges, sentence, and computation to determine the strongest grounds for relief and identify which court has jurisdiction.

9. Federal Criminal Case Number: _____

10. Federal District and Division: _____

11. Sentencing Judge: _____

12. AUSA: _____

13. Attorney at Sentencing: _____

14. Offense(s) of Conviction:

Count 1: _____ Statute: _____ Sentence: _____

Count 2: _____ Statute: _____ Sentence: _____

Count 3: _____ Statute: _____ Sentence: _____

Count 4: _____ Statute: _____ Sentence: _____

Continue on separate sheet if more than 4 counts.

15. Type of Conviction:

- Guilty Plea Plea Agreement Trial — Jury Trial — Bench

16. Sentence Details:

Total Imprisonment: _____

Supervised Release Term: _____

Mandatory Minimum (if any): _____

Guidelines Range: _____

Criminal History Category: _____

Criminal History Points: _____

Date of Sentencing: _____

Date Sentence Began: _____

17. Sentence Computation:

Projected Release Date: _____

GCT Release Date: _____

Total Time Served: _____

% of Sentence Served: _____

18. Financial Obligations:

Restitution: _____

Fine: _____

Special Assessment: _____

Forfeiture: _____

WHY WE ASK: Under *Ellingburg v. United States (2026)*, MVRA restitution is criminal punishment. Restitution issues may create additional grounds for relief.

19. Were there multiple counts with consecutive sentences?

- Yes No

If yes, describe the sentence structure (which counts consecutive/concurrent):

WHY WE ASK: *Mixed consecutive sentences (e.g., drug offense + § 924(c)) directly affect FSA credit eligibility under current BOP policy. This is the core issue in many § 2241 petitions.*

PART 2 OF 3: FSA CREDITS, ADMIN REMEDIES & GROUNDS FOR RELIEF (~20 minutes)

SECTION IV: FIRST STEP ACT — EARNED TIME CREDITS

WHY WE ASK: The First Step Act (2018) allows eligible inmates to earn time credits through programming. BOP has denied credits to thousands of inmates based on interpretive policies that may not survive judicial scrutiny after Loper Bright Enterprises v. Raimondo (2024). Your FSA status is central to most § 2241 claims.

20. Are you eligible for FSA Earned Time Credits?

- Yes No BOP Says No — I Disagree Unknown

21. If BOP says you are ineligible, what reason did they give?

- Disqualifying Offense (§ 3632(d)(4)(D)) Deportable Alien Mixed Sentence (consecutive § 924(c)) Other

Explain BOP's stated reason in detail:

Four horizontal lines for text input.

22. PATTERN Risk Assessment:

Current Risk Level:

Previous Risk Level (if changed):

- Minimum Low Medium High

23. EBRR Programs Completed:

List all Evidence-Based Recidivism Reduction programs and dates:

Four horizontal lines for text input.

24. FSA Credits Earned (if any):

Total Credits Earned:

Credits Applied:

If credits are NOT being applied, explain:

SECTION V: ADMINISTRATIVE EXHAUSTION

For § 2241 petitions, you must generally exhaust BOP administrative remedies before filing in court (BP-8 → BP-9 → BP-10 → BP-11). The court may dismiss your petition if exhaustion is not documented. Provide copies of ALL remedy filings and responses.

25. Have you filed administrative remedies regarding this issue?

- Yes — All Levels Exhausted
 Yes — Partially
 No

26. Detail each remedy filing:

Level	Date Filed	Remedy #	Date Response	Result

Levels: BP-8 (Informal), BP-9 (Warden), BP-10 (Regional), BP-11 (General Counsel/Central Office)

27. Do you have copies of all remedy filings and responses?

- Yes — All
 Yes — Some
 No

If you do not have copies, we may need to request them from BOP via FOIA.

SECTION VI: GROUNDS FOR RELIEF

WHY WE ASK: *This is the most critical section of the questionnaire. You may not know the legal name for your claim — that is fine. Describe what happened and why you believe your sentence or BOP's actions are wrong. We will identify and develop the legal grounds.*

28. What type of relief are you seeking?

- § 2241 — BOP is miscalculating my sentence/credits
 § 2255 — My conviction or sentence was unlawful
 § 2255 — Ineffective Assistance of Counsel
 Sentence Reduction (other)
 Unsure — Need evaluation
 Other

29. Describe your claim in your own words:

WHY WE ASK: *Tell us what you believe went wrong — whether at trial, sentencing, on appeal, or in BOP's handling of your sentence. Be specific. Include dates, names, and what you think should have happened differently. We will convert your narrative into legal arguments.*

30. Ground One (if you can identify specific legal claims):

31. Ground Two:

32. Ground Three:

33. Ground Four:

If you have more than 4 grounds, continue on a separate sheet.

PART 3 OF 3: PRIOR FILINGS, DOCUMENTS & CERTIFICATION (~10 minutes)

SECTION VIII: TIMELINESS & STATUTE OF LIMITATIONS

§ 2255 motions must be filed within ONE YEAR of your conviction becoming final (or discovery of new evidence, or a new right recognized by the Supreme Court). If your deadline has passed, equitable tolling may apply — but only in extraordinary circumstances. Time matters.

39. Date Judgment Entered: _____ 40. Date of Direct Appeal Decision: _____

41. Did you file a petition for certiorari to the Supreme Court?

- Yes No

If yes, date denied/decided: _____

42. Have you previously filed a § 2255 or § 2241?

- Yes No

If yes, provide case number, date, court, and result:

WHY WE ASK: A second or successive § 2255 requires certification from the Circuit Court. A § 2241 may be available as a savings clause alternative under § 2255(e) if § 2255 is inadequate or ineffective. We need to know the full procedural history.

SECTION IX: SUPPORTING DOCUMENTS CHECKLIST

43. Check all documents you can provide:

- Judgment & Commitment Order
Plea Agreement
Sentencing Transcript
BOP Sentence Computation
Administrative Remedy Records
Direct Appeal Brief & Decision
Attorney Correspondence
Defendant Sentencing Memo
Pre-Sentence Report
Indictment/Information
Trial Transcript
FSA Credit Records
BOP Denial Letters
Prior § 2255 Filings
Government Sentencing Memo
Other

Other documents: _____

SECTION X: ADDITIONAL INFORMATION

44. Is there anything else relevant to your claim?

Use this space for any additional facts, circumstances, or arguments:

CERTIFICATION & DECLARATION

I certify under penalty of perjury that the information provided in this questionnaire is true, correct, and complete to the best of my knowledge. I understand that false or misleading information may adversely affect the preparation and outcome of my case.

I acknowledge that Judicial Advocates is a federal litigation consulting and document preparation service, not a law firm, and that no attorney-client relationship is created by the completion of this questionnaire or the retention of their services. I have been advised to have all documents reviewed by a licensed attorney prior to filing.

Signature: _____

Date: _____

Printed Name: _____

ACKNOWLEDGMENT OF DISCLOSURE

I have read and understand the Important Disclosure on page 1 of this questionnaire. I understand that Judicial Advocates is not a law firm and does not provide legal advice.

Signature: _____

Date: _____

Printed Name: _____
