

	<b>DEPARTMENT OF PUBLIC SAFETY</b>  <b>CORRECTIONS ADMINISTRATION</b> <b>POLICY AND PROCEDURES</b>	<b>EFFECTIVE DATE:</b> JAN 14 1993	<b>POLICY NO.:</b> COR.12.07
		<b>SUPERSEDES (Policy No. &amp; Date):</b> 493.12.07 09/04/85	
	<b>SUBJECT:</b>  <b>LEGAL PAPERS</b>		<b>Page 1 of 2</b>

No. 93-17480

## 1.0 PURPOSE

To provide guidelines wherein inmates may be served with legal papers, may study and prepare legal documents and may have the Director or the Hawaii Paroling Authority formally notified as respondents.

## 2.0 REFERENCES

Act 211, SLH 1989, Establishment of the Department of Public Safety, Powers and Duties of the Director

## 3.0 POLICY

- .1 No charge shall be made for the serving of legal papers on inmates confined in institutions under the jurisdiction of the Department.
  - a. If a fee accompanies a request for services, said fee shall be returned to the sender.
  - b. Proper officials appearing in person at the institution may serve legal papers on the inmates of that facility. Any charge made by said officials is independent of and not associated with the policy of the Department.
- .2 Inmates shall be allowed to mail out writs or petition for writs concerning the legality of their imprisonment to the court indicated in the writ or petition without regard to form or content of the document.
- .3 In all cases where the Director or the Hawaii Paroling Authority is named as the respondent, the institution shall notify the respondents so indicated.

COR P & PM	SUBJECT:  LEGAL PAPERS	POLICY NO.: COR.12.07
		EFFECTIVE DATE: JAN 14 1993
		Page 2 of 2

**4.0 SCOPE**

This policy applies to all correctional facilities.

APPROVAL RECOMMENDED:

*Tom Pennington*

Deputy Director for Corrections

*1/12/93*

Date

APPROVED:

*George Sumner*

Director

*1-14-93*

Date