



**Ralph Chamness**  
Chief Deputy  
Civil Division

**Lisa Ashman**  
Chief of Administrative  
Operations

**SIM GILL**  
DISTRICT ATTORNEY

**Jeffrey William Hall**  
Chief Deputy  
Justice Division

**Blake Nakamura**  
Chief Deputy  
Justice Division

## **CONVICTION INTEGRITY APPLICATION INSTRUCTIONS**

The Conviction Integrity Unit (CIU) of the Salt Lake County District Attorney's Office investigates claims of actual innocence and retains complete discretion to deny an application for conviction review.

**Requirements:** To qualify for a conviction review by the Salt Lake County District Attorney's Office, the case and applicant must meet the following criteria:

1. The conviction must have occurred in the Third District Court, and the Salt Lake County District Attorney's Office must have prosecuted the case;
2. The conviction must be for a felony offense;
3. The convicted offender must be a living person;
4. The direct appeal process must be completed;
5. Priority will be given to those cases in which the convicted offender is currently incarcerated solely for the crime for which he or she claims actual innocence;
6. The application for review must be based on credible and verifiable evidence of innocence, or new technologies that exist to test or retest remaining relevant evidence;
7. The applicant must agree to fully cooperate with the CIU, which includes waiving all procedural safeguards and privileges, as well as agreeing to provide full disclosure regarding all inquiry requirements of the CIU; and
8. If an applicant who is represented by counsel, all communication with the CIU must be through counsel.

**Information Needed:** Applicants or their representative must complete the form below in order to make a conviction review request (you may use additional pages if needed):

**CONVICTION INTEGRITY APPLICATION**

**Applicant's and/or representative's name(s):**

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**Correctional Facility:** \_\_\_\_\_

**District Court Case No:** \_\_\_\_\_

**List the crime(s):** \_\_\_\_\_

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**Date of Conviction:** \_\_\_\_\_ **Defense Attorney:** \_\_\_\_\_

**Applicant / Representative Contact Information:** \_\_\_\_\_

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**Describe applicant's claim of innocence:**

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**What proof exists that supports applicant's claim of innocence? Attach any relevant documentation (declarations, testimony, evidence, etc.) and any other information that would assist in verifying the claim on innocence.**

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**Has applicant contacted any of the following organizations regarding this claim of innocence before?**

**Innocence Project**

**American Civil Liberties Association (ACLU)**

**Trial Attorney**

**Appellate Attorney**

**District Attorney's Office**

**Attorney General's Office**

**U.S. Attorney's Office**

**Other (Please describe) \_\_\_\_\_**

**Does the CIU have permission to discuss your claim of innocence with the Innocence Project or any other attorney(s) mentioned above?**

**Yes**

**No**

**Was DNA used to convict applicant?**

**Yes**

**No**

**I don't know**

**Please provide any additional details you feel are relevant to the issue of DNA?**

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**Is there any past or pending appellate litigation in the case (an appeal or petition for a writ of habeas corpus)?**

**Yes**

**No**

**I don't know**

**If yes, please provide Appeal No./Writ Case No: \_\_\_\_\_**

*The decision to review and further investigate a claim cannot be inferred as an acceptance of the validity of the alleged innocence claim. Also, the CIU does not act as legal counsel for any person whose case is being reviewed. Decisions as to whether the CIU will re-open the case investigation, how the claim will be investigated, and how the application will be resolved are made in the exercise of the District Attorney's discretion and are not reviewable by any court. There is no timeframe by which claims presented to the CIU will be resolved, but the CIU will make every effort to expedite the resolution of each application.*

Please return the completed application and all other relevant information to the following address via US Mail:

**Salt Lake County District Attorney's Office**  
**Conviction Review Unit**  
35 East 500 South • Salt Lake City, UT • 84111

**OR**

Via Email [DA-CIUApplication@slco.org](mailto:DA-CIUApplication@slco.org)

**OR**