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TIPS FOR PREPARING YOUR CLIENT FOR THE PSI INTERVIEW:

This sample workbook or a version similar to it is used by many State Probation Departments for preparation of the PSI. Depending on the jurisdiction, for people on bond at the time of referral, a workbook is either given or mailed to the client. If in custody, it is used at the interview by the PSI writer.

If your client is on bond, it is a good idea for defense counsel to provide assistance in filling out the workbook before the interview and preparing your client for the PSI interview. The client should be advised to take the completed workbook to the interview along with the verifications listed on the first page of the workbook. If you intend to use this workbook version, you will need to prepare your client to say if asked, that it was obtained in preparation for the PSI interview from their attorney.

Following the PSI interview, the PSI preparer will then transfer information obtained during the interview, investigation and from the workbook to an OMNI database that is used to generate the PSI. Whenever possible the workbook should be completed in advance of the PSI interview.

For clients not in custody, it is very important for them to report on time with their verification documents. They should also be prepared to submit to a drug/alcohol test and wear appropriate attire for an interview.



Michigan Department of Corrections



DEFENDANT: _____ DATE: _____

Your case has been referred to the Probation Department for purposes of conducting a Presentence Investigation for the Court. Your cooperation is necessary as all the information provided to our department must be verified for accuracy.

PLEASE FILL OUT THE ENCLOSED QUESTIONNAIRE COMPLETELY AND ACCURATELY BEFORE YOUR APPOINTMENT. BRING IT WITH YOU TO THE INTERVIEW. Read the instructions carefully and answer all questions. Write clearly and legibly.

Failure to provide the necessary information or failure to keep an appointment may affect the outcome of your sentencing. You are expected to appear promptly for your scheduled interview. If a problem should arise, you must notify the Probation Department immediately.

Please bring the following verifications to your appointment, if applicable:

1. Driver's license, State Identification or other valid picture identification
2. Birth Certificate
3. Social Security Card
4. Pay Stub or letter from your employer on letterhead
5. Proof of monthly State Assistance information (ADDC, SSI, etc.)
6. Diploma or GED and/or current report card if enrolled in school
7. Certificates or degrees earned from vocational school, trade school or college
8. Proof of past or current enrollment in vocational school, trade school, or college
9. Letters verifying dates of substance abuse/mental health counseling
10. AA/NA attendance sheets
11. Proof of Military Service

YOUR APPOINTMENT IS SCHEDULED FOR:

_____ AT _____

WITH AGENT _____ TELEPHONE _____