APPENDIX A

Sample Commutation Petition

Daniel Elias Rowan's fictional application and supporting records

Read alongside Lesson 8

Begin with the cover letter, then find the same request in the petition. As you read the attachments, look for the records and letters that give a reviewer more detail about Daniel's conduct, preparation, and release plan.

Find your place in the packet

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Use the workbook page numbers in this guide. The reproduced pages also show the original packet numbers and, where applicable, the government form's page numbers.

Fictional course example. Use the current government form for an actual petition.

FICTIONAL COURSE SAMPLE - NOT FOR SUBMISSION

Sample Commutation Application

A fictional petition and supporting packet
Prepared for classroom use | November 2026

Applicant: **Daniel Elias Rowan**, an invented person. This packet shows how a person serving a federal sentence might connect acceptance of responsibility, sustained preparation, and a practical release plan in a request for commutation.

All applicant facts, case details, dates, achievements, financial information, supporters, observations, and commitments are fictional. Identifiers are intentionally invalid; contact addresses use example.com and sample locations. No signature or oath has been executed. No petition has been submitted.

Prison Professors and the DOJ form are real. Their inclusion does not represent an endorsement, an actual program-completion record, or a promise of clemency. No real profile was created for this applicant.

Packet guide

Material	Packet pages
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Completed official form, including its instructions	3-13
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The original 11-page government form is preserved and filled. Its printed page numbers remain visible; separate packet numbers appear at the bottom. Inapplicable fields explain why they do not apply. Instructions reflect the supplied December 2023 form, with a printed expiration date of November 30, 2026.

FICTIONAL COURSE SAMPLE - NOT FOR SUBMISSION

Sample cover letter

FICTIONAL APPLICANT - UNSIGNED TEACHING EXAMPLE

November 15, 2026
Daniel Elias Rowan | Sample BOP number: 00000-000
Federal Institution A (fictional)
100 Institution Example Road, Sample City, OH 00000

To the President of the United States
Through the Office of the Pardon Attorney
U.S. Department of Justice

Re: Request for reduction of imprisonment - fictional case 14-CR-SAMPLE-001

Dear Mr. President:

I respectfully ask that my remaining prison term be reduced to time served, effective 180 days after a grant, to permit an orderly transition. I ask to retain my five years of supervised release and its lawful conditions.

I pleaded guilty to a methamphetamine-distribution conspiracy and received a 240-month prison sentence. I arranged deliveries, handled drugs and money, and recruited two couriers. I knew that my conduct endangered people and damaged families. I continued because I wanted money and status. I accept responsibility for those choices.

During 12 years and 10 months in continuous custody, I have worked to change the habits behind my crime. My adjustment was not flawless. In 2016, I possessed an unauthorized cellphone. Accepting that misconduct became part of learning that responsibility requires consistent conduct, including when a rule is inconvenient.

Prison Professors resources helped me organize that work. I connected values to measurable goals, kept journals, wrote book reports, and revised my release plan. My record includes education, institutional work, service to peers, and more than ten years without a further disciplinary finding in this fictional history. The attached examples show what I learned and how I applied it; they are not offered as proof that writing alone makes someone ready for release.

My proposed transition includes housing with my sister, an entry-level job subject to approval, weekly meetings with a mentor, and a budget with alternatives if employment is delayed. I welcome supervision and understand that trust will require continuing effort.

I ask for consideration of the seriousness of the crime alongside the sustained record that followed. I do not ask to erase the conviction or excuse the harm. I seek the opportunity to continue rebuilding as a law-abiding, contributing citizen. I will continue preparing whether or not relief is granted.

Respectfully,
Daniel Elias Rowan
Fictional applicant; no signature supplied or executed.

OMB Control Number: 1123-0015 Expiration Date: 11/30/2026

FICTIONAL COURSE SAMPLE - NOT FOR SUBMISSION

PETITION FOR COMMUTATION OF SENTENCE

Instructions:

This petition form is for seeking commutation (reduction) of the imprisonment and/or supervision portion of your sentence. If you are seeking pardon after completion of your sentence or only remission of financial penalties, please use the applications for those types of requests.

Before filling out the application form, please make sure you meet these 3 requirements:

1) You were convicted in a federal criminal court, NOT a state or military court;
2) A court has imposed a term of federal prison or federal supervision, such as parole, supervised release, or probation, against you; **AND**
3) You do not have any court challenges currently pending against your conviction or sentence, such as a direct appeal or motion under 28 U.S.C. § 2255. This requirement does not apply to capital cases.

In the form, you will be asked to give information on your conviction(s) and why you believe you deserve commutation.

Do:

- Answer each question truthfully, accurately, and in your own words.
- Give full, detailed answers to questions to help process your application more quickly.
- Attach additional pages or documents if you need more space or to provide more information.
- Answer every question. If a question does not apply to you, explain why.
- Type or handwrite the petition in ink so that it can be read easily if you are submitting by mail or email; use of the fillable PDF form is preferred.
- Submit attachments in PDF or Word format, if submitting by email.
- Ask that the Bureau of Prisons official submitting your application, if applicable, include copies of your:
    - Presentence report
    - Statement of reasons
    - Judgment
    - Progress report from within the last 18 months

Do NOT:

- Do NOT use this form if you are asking for only remission or pardon after completion of sentence. There are other applications for those types of requests.
- Do NOT use this form if you are asking for commutation of a military sentence; you must apply through the military branch of conviction.
- Do NOT staple, glue, bind, or tape any portion of your application or attached materials.
- Only documents in PDF or Word formats are accepted.

United States Department of Justice
Office of the Pardon Attorney
Washington, D.C. 20530 December 2023

OMB Control Number: 1123-0015 Expiration Date: 11/30/2026

FICTIONAL COURSE SAMPLE - NOT FOR SUBMISSION

Ways to submit your materials:

- Email documents in PDF or Word format to USPardon.Attorney@usdoj.gov (preferred)
- Mail forms (typed or printed in ink) to U.S. Department of Justice, Office of the Pardon Attorney, 950 Pennsylvania Avenue, Washington, DC 20530; submissions by mail will take longer to process than submission by other methods

Notices

Your disclosure of information to the Office of the Pardon Attorney on this form is voluntary. However, if you do not complete all of the information fields in this form, we may not be able to process your request.

Immigration status

If you are not a citizen of the United States, you should be aware that commutation of your sentence only shortens the prison sentence and will not result in a change of your immigration status. If a detainer has been lodged against you for deportation or removal, commutation of sentence will not prevent your deportation or removal from the United States and may actually hasten the process.

False statements

A knowing and willful false statement in a document submitted to the government may subject you to criminal punishment, including up to five years' imprisonment and a $250,000 fine. See 18 U.S.C. §§ 1001 and 3571.

No appeal from a denial of clemency

The President alone has the power to commute a sentence for a federal offense. It is an extraordinary remedy that is very rarely granted. You will be notified when a final decision is made on your petition, and there is no appeal from the President's decision to deny a clemency request.

Privacy Act statement

The Office of the Pardon Attorney has authority to collect this information under the United States Constitution, Article II, Section 2 (the pardon clause); Orders of the Attorney General Nos. 1798-93, 58 Fed. Reg. 53658 and 53659 (1993), 2317-2000, 65 Fed. Reg. 48381 (2000), and 2323-2000, 65 Fed. Reg. 58223 and 58224 (2000), codified in 28 C.F.R. §§ 1.1 et seq. (the rules governing petitions for executive clemency); and Order of the Attorney General No. 1012-83, 48 Fed. Reg. 22290 (1983), as codified in 28 C.F.R. §§ 0.35 and 0.36 (the authority of the Office of the Pardon Attorney). The principal purpose for collecting this information is to enable the Office of the Pardon Attorney to process your request for remission. The routine uses which may be made of this information include provision of data to the President and his staff, other governmental entities, and the public. The full list of routine uses for this correspondence can be found in the System of Records Notice titled, “Privacy Act of 1974; System of Records,” published in Federal Register, September 15, 2011, Vol. 76, No. 179, at pages 57078 through 57080; as amended by “Privacy Act of 1974; System of Records,” published in the Federal Register, May 25, 2017, Vol. 82, No. 100, at page 24161, and at the U.S. Department of Justice, Office of Privacy and Civil Liberties’ website.

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FICTIONAL COURSE SAMPLE - NOT FOR SUBMISSION

If you are granted or denied commutation by the President, your name will be released, including on our website, in accordance with our Freedom of Information Act obligations. Non-public documents, such as this petition and supporting documents, the presentence investigation report, the results of any federal background investigation, and the recommendation of the Department of Justice, are not generally available under the Freedom of Information and Privacy Acts. However, the Pardon Attorney may disclose the contents of executive clemency files in the possession of the Department of Justice when the disclosure is required by law or the ends of justice. Additionally, this office would, if asked, confirm that a specific individual has applied for or was granted or denied clemency.

The President and his immediate staff are not subject to the constraints of the Freedom of Information and Privacy Acts. Accordingly, while clemency-related documents in the possession of the White House traditionally have not been made public, they may be legally disclosed at the discretion of the President. In addition, clemency-related documents retained by the White House at the end of a presidential administration will become part of the President's official library, where they become subject to the disclosure provisions of the Presidential Records Act.

Paperwork Reduction Act Statement: This collection meets the requirements of 44 U.S.C. § 3507, as amended by the Paperwork Reduction Act of 1995. We estimate that it will take 2 hours to read the instructions, gather the facts, and answer questions. Send only comments relating to our estimate of time burden to: Office of the Pardon Attorney, 950 Pennsylvania Ave., NW, Washington, DC, 20530.

Note: Nothing in these instructions is legal advice.

OMB Control Number: 1123-0015 Expiration Date: 11/30/2026

FICTIONAL COURSE SAMPLE - NOT FOR SUBMISSION

PETITION FOR COMMUTATION OF SENTENCE

Relief sought:

☑ Reduction of prison sentence

☐ Reduction of prison sentence and remission of fine/restitution

☐ Reduction of supervised release, probation, or parole

To the President of the United States:

The undersigned petitioner, a person subject to federal imprisonment or other restriction, asks for commutation of sentence and in support thereof states as follows:

1. **Identifying information:**

Name: Daniel Elias Rowan
(first) (middle) (last)

Name at Conviction: Daniel Elias Rowan (same name)
(if different) *(first) (middle) (last)*

Date of Birth: 04/18/1982

Place of Birth: Dayton *(city)*, OH *(state)*, USA *(country)*

Social Security No.: 000-00-0000 (sample)

BOP Register No.: 00000-000 (sample)

Sex: ○ Female ◉ Male

Are you Hispanic or Latino? ○ Yes ◉ No

Race: (select all that apply)

☐ Alaska Native or American Indian ☐ Asian ☐ Black or African American

☐ Native Hawaiian or Pacific Islander ☑ White ☐ Other

Are you a U.S. Citizen? ◉ Yes ○ No, N/A - U.S. citizen
(country of citizenship)

Is an attorney helping you with this petition form? ○ Yes ◉ No

Attorney name: N/A - self-represented

Attorney email: N/A - no attorney

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FICTIONAL COURSE SAMPLE - NOT FOR SUBMISSION

2. Contact information, if on home confinement or supervised release:

Address: N/A - incarcerated at Federal Institution A (fictional)
(number) (street) (apartment unit no.)

N/A - incarcerated N/A N/A
(city) (state) (zip code)

Cell phone: N/A Home phone: N/A Email: N/A - incarcerated

3. Case information:

How did you plead? (•) Guilty ( ) Not guilty ( ) Nolo contendere

Offense Date: 06/2011-12/2013 Conviction Date: 03/28/2014 Sentence Date: 06/20/2014

Case No.: 14-CR-SAMPLE-001 Court:

[✔] U.S. District Court for the Southern District of Ohio
(Eastern/Northern, etc.) (state)

[ ] Superior Court of the District of Columbia

Offense or crime: Methamphetamine conspiracy; 21 U.S.C. 846 and 841(a)(1), (b)(1)(A)
(specific offense(s); provide statute(s) violated, if known)

Sentence: Imprisonment:	Probation or supervised release:	Financial penalties:
Term: 240 months *(years, months)*	Term: 5 years supervised *(years, months)*	Fine: $0 - none
		Restitution: $0 - none
		Assessment: $100
		Date paid: 08/01/2015
		Amount unpaid: $0

When did you begin serving your sentence? 01/15/2014*

What is your projected release date? 09/15/2031*

Are you eligible for parole? No Provide parole eligibility date: N/A - not eligible

Date of last hearing: N/A - no parole Date of next scheduled hearing, if any: N/A - no parole

* Custody credit and projected release date are assumptions for this fictional example; see Attachment A.

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FICTIONAL COURSE SAMPLE - NOT FOR SUBMISSION

Have you applied for federal clemency before? ◯ Yes ◉ No

Date applied: N/A - first petition

Date of decision: N/A - no prior petition ◯ Granted ◯ Denied ◯ No Action

4. Offense details

Please tell us about the offense for which you are seeking commutation. Be specific and complete. Do not omit facts or minimize your role. We want to hear from you, in your own words. Please include:

- What was your role in the offense?
- How, when, and why did you get involved?
- What actions did you take in connection with the offense? (Include all actions, even if you pleaded guilty to only specific conduct, counts, or portions of the full criminal activity.)
- Do you accept responsibility for your criminal conduct?

From June 2011 through December 2013, I participated in a methamphetamine-distribution conspiracy in southern Ohio. I bought and resold approximately three kilograms of methamphetamine, arranged deliveries, collected payments, stored drugs and cash, and recruited two people to make deliveries. I directed their work and paid them from drug proceeds. I wanted money and status and chose illegal income over lawful employment.

I understood that the drugs could damage people's health, families, and neighborhoods. I continued anyway. I also exposed the people I recruited to prosecution and imprisonment. I did not carry a firearm or commit an assault in this offense, but those facts do not make my conduct harmless.

I pleaded guilty to the conspiracy and accept responsibility for the entire course of conduct, including the deliveries and recruitment described here. My circumstances did not require those choices. I caused them. I seek a reduction based on my subsequent conduct and preparation, not a declaration of innocence. Attachment A provides additional context and identifies the records that would verify a real case.

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FICTIONAL COURSE SAMPLE - NOT FOR SUBMISSION

5. Other criminal record:

Please list all other arrests and criminal convictions. You may reference your presentence report (PSR) or other official documents, but if there is additional information to report, please provide it below.

I have one earlier arrest and conviction. On May 12, 2006, I was arrested for driving under the influence in Dayton, Ohio. I pleaded guilty in Dayton Municipal Court on July 10, 2006. The fictional case identifier is MUNI-SAMPLE-2006-01. The sentence included 30 days of suspended jail time, one year of probation, a $500 fine, and a license suspension. I paid the fine and completed probation in July 2007. My license was later reinstated.

I have no other arrests, juvenile adjudications, convictions, or pending criminal charges in this fictional history. The current federal arrest occurred on January 15, 2014. There are no other federal cases for which I seek relief.

Separately, I received a prison disciplinary finding for possessing an unauthorized cellphone on September 14, 2016. That was institutional misconduct, not an additional criminal conviction. I disclose it because it matters to my adjustment. I accepted the sanctions and have had no further disciplinary findings through November 15, 2026 in this fictional record. Attachment B explains the work that followed. In a real application, I would provide the complete record rather than rely on this summary alone.

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FICTIONAL COURSE SAMPLE - NOT FOR SUBMISSION

6. Reasons for seeking clemency

In your own words, tell us why you are seeking commutation of your sentence. If you need more space, you may complete your answer on a separate sheet of paper and attach it to this petition.

I request reduction of my remaining prison term to time served, effective 180 days after a grant, to permit an orderly transition. I do not ask to reduce my five-year term of supervised release or erase my conviction.

I have spent 12 years and 10 months in continuous federal custody. That time has required more than endurance. I had to confront the harm I caused and the habits that made further misconduct possible. My 2016 cellphone violation showed that a guilty plea had not yet become a consistent willingness to follow rules. I accepted the consequences and began measuring change through daily conduct.

Since 2022, I have used Prison Professors materials to connect values with written goals and accountable actions. During 2025 and 2026, my portfolio grew to 120 journal entries, 24 book reports, and eight release-plan versions. Those numbers alone do not establish rehabilitation. The useful evidence is what the writing records: correcting an inaccurate work log, responding to conflict without retaliation, learning job skills, and keeping commitments to others.

I ask for consideration because this sustained record is accompanied by a practical plan. My sister offers housing, a prospective employer offers supervised entry-level work, and a community mentor offers weekly accountability meetings. Their letters describe the limits of their knowledge and the conditions of their support. I am prepared to comply with supervision and any lawful conditions of a grant.

I understand that preparation creates no entitlement to clemency. I will continue this work if relief is denied. No direct appeal, section 2255 motion, or other court challenge to this conviction or sentence is pending in this fictional case.

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FICTIONAL COURSE SAMPLE - NOT FOR SUBMISSION

7. Rehabilitation

Tell us about programs, classes, substance abuse treatment, institutional employment, or other activities that you have completed while in prison that have been meaningful for you.

Note: We will review Bureau of Prisons records as part of your application. You do not need to list every program or activity. However, please DO include information that might not be in those records, such as:

- Mentoring activities
- Leading group meetings or studies
- Staff recommendations from supervisors, chaplains, or program directors

I earned a GED in 2017 and completed nonresidential substance-use education in 2018. Since 2019, I have worked in institutional carpentry, learning measuring, inventory, cleanup, and reporting mistakes. I have not completed RDAP and do not claim an RDAP benefit.

I began receiving printed Prison Professors lessons in 2022 through approved correspondence. The Straight-A Guide helped me turn the goal of becoming trustworthy into specific actions: arrive prepared, record work honestly, ask for feedback, and correct mistakes. I completed a self-directed review of the 30 Preparing for Success After Prison lessons in March 2026. This is a study record, not a claim of an official credential or earned sentence credit.

Beginning in January 2025, my sister helped organize my biography, journals, book reports, and release-plan updates using the Prison Professors profile structure. I wrote the entries myself.

I also help peers practice reading and revise their own goals in an authorized study group. I do not claim to be a counselor or to have caused another person's success. My own learning includes listening when someone declines help.

There have been no disciplinary findings since September 2016 in this fictional record. Attachments B and C show a dated progress summary and selected writing. A real petition should corroborate institutional claims with current BOP records, work evaluations, and authentic statements from people who observed the conduct.

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FICTIONAL COURSE SAMPLE - NOT FOR SUBMISSION

8. Release plans

Tell us about any plans you may have made for your release, such as where you will live or seek employment. You may also include letters of support from friends, family, and others.

Subject to release and supervision approval, I will live with my sister, Elena Rowan, at 100 Example Lane, Sample City, OH 00000. This is an intentionally fictional address. She offers a private bedroom for 12 months, transportation on release, and a $1,500 transition fund. Her letter explains household rules and temporary help if employment is delayed.

ExampleWorks Cabinetry, a fictional business, offers an entry-level shop-assistant position at $20 per hour for an anticipated 40-hour week. The offer depends on lawful release, required approvals, work authorization and identification, and a confirmed start date. The employer has reviewed my conviction history and sample work plans. I will not handle company money or supervise others initially.

Before release, I will confirm reporting instructions, housing approval, identification needs, transportation, health coverage, and medication continuity if needed. I will report exactly as directed and arrange a community substance-use assessment. I will not wait for a problem before seeking help.

My mentor, Thomas Avery, offers weekly meetings for the first 90 days. I will maintain a written budget, continue journal writing, and review commitments with him and my sister. I will not contact former drug associates or undertake unauthorized travel. I will disclose financial pressure promptly rather than seek quick money.

If the job is delayed, my sister will waive the housing contribution for up to 90 days and provide groceries for 60 days. I will use the public workforce system and seek other lawful work. If the proposed home cannot be approved, I will work with supervising authorities on an approved alternative before release. Attachment D contains the schedule, budget, and contingency plan; Attachments E1-E3 contain the fictional support letters.

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FICTIONAL COURSE SAMPLE - NOT FOR SUBMISSION

Certification and Personal Oath

I hereby certify that all answers to the above questions and all statements contained herein are true and correct to the best of my knowledge, information, and belief. I understand that any intentional misstatements of material facts contained in this application form may cause adverse action on my petition for executive clemency and may subject me to criminal prosecution.

Daniel E. Rowan - SAMPLE, UNSIGNED

(signature of petitioner)

Respectfully submitted this 15 day of November, 2026

(month) *(year)*

No signature or oath has been executed.

The typed applicant name is illustrative. Every applicant fact in this packet is fictional.

United States Department of Justice
Office of the Pardon Attorney
Washington, D.C. 20530 December 2023

FICTIONAL COURSE SAMPLE - NOT FOR SUBMISSION

Attachment A - Case and accountability

FICTIONAL APPLICANT-PREPARED SUMMARY - NOT A COURT RECORD

Item	Invented case facts
Offense and plea	Methamphetamine conspiracy, 21 U.S.C. 846 and 841(a)(1), (b)(1)(A). Guilty plea and conviction: March 28, 2014.
Court and sentence	U.S. District Court, Southern District of Ohio. Sentence imposed June 20, 2014: 240 months in prison and five years of supervised release.
Financial penalties	$0 fine; $0 restitution; $100 assessment, paid August 1, 2015; $0 unpaid.
Custody and projection	Continuous custody began January 15, 2014; the example assumes applicable prior-custody credit. September 15, 2031 is an invented projected release date, not a BOP calculation.
Prior review	No appeal, section 2255 motion, or other challenge is pending. No earlier clemency petition. This sample supplies no invented court order.
Relief requested	Reduce remaining imprisonment to time served, effective 180 days after a grant. Retain five years of supervised release.

What I am responsible for

I used ordinary business skills for an illegal purpose. I kept customer lists, arranged transportation, collected money, and told two couriers where to deliver drugs. I paid them for taking risks that I had helped create. I was not merely present around other people who committed crimes.

I justified the income by saying that customers made their own choices. That explanation ignored my choices: obtaining the drugs, increasing their availability, and profiting from demand. I also lied to my family about the source of my income. The absence of a named restitution recipient does not mean that nobody was harmed.

What reconciliation means in practice

I cannot require anyone to forgive me. My responsibilities include telling the truth, obeying rules, supporting myself lawfully, and helping without expecting recognition. I will not approach victims or affected families without appropriate consent and guidance. I can make my own behavior more reliable regardless of whether anyone endorses my application.

For an actual case, verify the full offense account against the judgment, presentence report, plea materials, and other relevant records. The source documents themselves have not been fabricated for this course.

FICTIONAL COURSE SAMPLE - NOT FOR SUBMISSION

Attachment B - Progress record

ALL DATES AND ACCOMPLISHMENTS BELOW ARE INVENTED

Period	Activity and practical result	Evidence to obtain in a real case
2016	Unauthorized cellphone finding on September 14. Accepted sanctions; began a written record of rules, decisions, and consequences.	Complete disciplinary history, including the adverse finding.
2017-2018	Earned GED; completed nonresidential substance-use education. Learned to ask for help and plan for high-risk situations.	Education transcript and authentic program records.
2019-present	Institutional carpentry assignment. Practices measuring, inventory, cleanup, and prompt error reporting.	Work assignment history and supervisor evaluations.
2022-present	Uses printed Prison Professors lessons received through approved correspondence. Maintains goals and written accountability.	Dated worksheets, correspondence, and original writing.
Jan. 2025-Nov. 2026	Portfolio: three biography versions, 120 journal entries, 24 book reports, and eight release-plan versions.	Dated archive or profile export. This packet contains selected fictional excerpts only.
March 2026	Completed self-directed review of 30 Preparing for Success After Prison lessons. Revised housing, work, and support plans.	Completed lesson work; no official credential is claimed.
2026	Helps peers with reading and their own goals in an authorized study group. Does not provide professional counseling.	Activity logs and firsthand verification if available.
Since Sept. 2016	No additional disciplinary findings through November 15, 2026 in the fictional record.	Current official progress and disciplinary records.

How I use the record

Every month I compare promises with completed actions. A missed commitment remains in the log with an explanation and a corrective step. I separate my own statements from what an instructor, employer, or mentor actually observed. If a record contradicts my memory, I correct my account.

Using educational resources does not itself establish eligibility for sentence credits, placement, release, or clemency. No such benefit is claimed in this example.

FICTIONAL COURSE SAMPLE - NOT FOR SUBMISSION

Attachment C1 - Biography and journal

FICTIONAL WRITING EXCERPTS - NOT AN EXISTING PUBLIC PROFILE

Biography excerpt | revised June 1, 2026

For years, I confused earning money with becoming successful. I wanted people to see me as capable, and I used that desire to excuse choices I knew were wrong. My crime was not an accident. I arranged drug deliveries, collected money, and recruited people who then faced consequences alongside me.

Prison did not automatically change that thinking. The cellphone violation in 2016 showed how quickly I could return to the idea that a rule should not apply to me. I had to begin with smaller questions: Can I accept an instruction without arguing? Can I admit an error before someone else discovers it? Can I finish useful work when nobody is praising me?

Prison Professors lessons gave me a structure for recording those answers. I began treating a biography as a statement I must keep earning through my conduct. My goals now include lawful work, a stable home, honest relationships, and service that respects other people's choices. I cannot complete those goals in one application. I can show the work I have begun and the steps I intend to continue.

Journal excerpt | April 14, 2026

Today I discovered that I had entered an inventory count before checking the last shelf. The number was wrong. My first thought was to correct the paper quietly so that nobody would know. That would have repeated an old habit: protect the appearance instead of accept responsibility.

I told the work supervisor what I had done, recounted the items, and entered the correction as directed. I lost time and had to explain why the first count was unreliable. That discomfort was part of the lesson. I cannot ask an employer to trust my records after release if I hide mistakes now.

My next action is specific. Before signing tomorrow's count, I will check each storage area against the list. At the end of the week, I will record whether I followed that step every day. I will send this reflection to my mentor and ask him to challenge any language that shifts responsibility away from me.

Evidence distinction: The journal illustrates the applicant's account. A real supervisor statement would need to be independently obtained; none is represented as attached here.

FICTIONAL COURSE SAMPLE - NOT FOR SUBMISSION

Attachment C2 - Reading into action

FICTIONAL BOOK REPORT AND ACCOUNTABILITY RECORD

Book report | October 5, 2026

Book: *Earning Freedom: Conquering a 45-Year Prison Term*, by Michael Santos. This is a real book; the reader and reflection below are fictional.

Why I chose it: I wanted to examine how a person can prepare during a long sentence without assuming that an early release will arrive. My own plans had too often depended on someone else changing my circumstances first.

What I took from the reading: I began thinking about preparation as work that has value even when the outcome remains uncertain. I do not need to imitate another person's life. I need a record that explains my own decisions, the skills I am developing, and the responsibilities I can accept.

How I applied it: I rewrote the employment section of my release plan. Instead of saying that I would start a business, I identified an entry-level position, the skills it requires, the transportation I would need, and a budget based on wages rather than hopes. I asked my mentor to review the assumptions and recorded which ones remained unconfirmed.

What I will measure: Over the next month, I will complete four written work exercises, revise my interview answers, and explain one example of correcting a mistake without making an excuse. I will retain the earlier drafts so that a reader can see what changed.

Selected weekly commitments | October 5-11, 2026

Commitment	Result	Next step
Complete four work exercises	Four completed; one measurement corrected.	Repeat the corrected exercise and explain the error.
Write two journal entries	Two completed.	Ask the mentor to identify one vague claim.
Review household budget	Reviewed; transport estimate increased.	Confirm local transportation before release.
Help a peer revise a goal	One session completed; peer chose his own goal.	Offer help again without taking ownership of his progress.

These are invented excerpts from an imagined archive. They demonstrate how a reading response can lead to observable actions; they are not certifications by the book's author or Prison Professors.

FICTIONAL COURSE SAMPLE - NOT FOR SUBMISSION

Attachment D1 - Release plan

FICTIONAL PLAN - ALL PLACEMENTS AND SUPPORT REQUIRE CONFIRMATION

Proposed housing, work, and support

Housing: Sister Elena Rowan, 100 Example Lane, Sample City, OH 00000. Private bedroom for 12 months, subject to approval. She offers pickup and a $1,500 transition fund. Address and contact details are illustrative.

Work: ExampleWorks Cabinetry, 300 Example Way, Sample City, OH 00000. Shop-assistant position, $20/hour, anticipated 40 hours/week. Entry-level duties; supervision and safety training. Offer is conditional and will be reconfirmed before release.

Accountability: Thomas Avery, a fictional community mentor, offers weekly meetings for 90 days. I will review appointments, work, spending, and written commitments. I will follow all supervision instructions and avoid former criminal associates.

When	Planned actions and evidence of completion
Before release	Confirm reporting instructions and approval of the residence; reconfirm the job and start date; arrange transportation; identify needed documents, health coverage, and any medication supply. Keep written confirmations.
Release day and first week	Report exactly as directed. Meet household expectations. Obtain or replace identification; establish a phone and lawful banking access; arrange a substance-use assessment and other care as needed. Keep appointment records.
Days 8-30	Begin approved work when cleared; meet the mentor weekly; review the budget with my sister; write two journals per week. Use a calendar for every reporting, work, and care commitment.
Days 31-60	Review attendance and performance with the employer. Update the release plan using actual income and expenses. Address any missed commitment promptly. Continue recommended care and lawful skill development.
Days 61-90	Review housing, work, savings, supervision compliance, and support needs. Plan the next quarter with realistic goals. Begin community service only when appropriate and permitted.

The day ranges describe an applicant's plan, not legal reporting deadlines. Actual reporting instructions and conditions control. The requested 180-day transition period creates planning time; it does not guarantee a particular BOP placement.

FICTIONAL COURSE SAMPLE - NOT FOR SUBMISSION

Attachment D2 - Budget and alternatives

FICTIONAL ESTIMATES - NO BANK RECORD OR FINANCIAL COMMITMENT IS REAL

At $20/hour for 40 hours/week, estimated gross monthly pay is about $3,467 using 52 weeks divided by 12. I use a conservative planning estimate of **$2,600 take-home pay**. Actual hours, deductions, benefits, and taxes will determine the available amount.

Monthly item after work begins	Planned amount
Household contribution (from month 2)	$450
Food	$350
Transportation	$160
Phone	$50
Health and care expenses	$150
Clothing and personal needs	$100
Family support contribution	$200
Emergency savings	$500
Total planned allocation	$1,960
Unallocated buffer from estimated take-home pay	$640

First-month transition

My sister's fictional letter offers a $1,500 transition fund. Housing is free for the first month, with up to 90 days of waived contributions if employment is delayed. I would prioritize identification, transportation, food, a phone, and necessary care. I would not count future wages as money already available.

If the plan changes

Job delay or reduced hours: Notify my mentor and sister, reduce discretionary spending, contact the public workforce system, and seek other lawful work. My sister offers groceries for 60 days. Review the remaining transition fund weekly.

Housing not approved: Work with supervising authorities and support people on an approved alternative before release. No alternate placement is represented as secured in this example.

Conflict, financial pressure, or substance-use risk: Contact my support people promptly, follow clinical recommendations and supervision requirements, and document the corrective action. I will not conceal a problem to protect the appearance of progress.

FICTIONAL COURSE SAMPLE - NOT FOR SUBMISSION

Attachment E1 - Mentor support letter

FICTIONAL WRITER, RELATIONSHIP, AND OBSERVATIONS - ILLUSTRATIVE ONLY

November 15, 2026
Thomas Avery, volunteer mentor
Example Community Learning Circle (fictional)
200 Example Lane, Sample City, OH 00000
202-555-0102 | thomas.avery@example.com

Dear Pardon Attorney:

I support Daniel Elias Rowan's request for a commutation of his prison sentence. In this fictional example, I have corresponded with Daniel since January 2022 through approved channels and reviewed his written work regularly. I am not related to him, and I do not speak for Prison Professors, the Bureau of Prisons, or a treatment provider.

Daniel has told me about the methamphetamine conspiracy, including his recruitment of two couriers, and about his 2016 prison cellphone violation. I do not excuse either. My support rests on the pattern I have observed in our exchanges, not on the seriousness with which he describes one good intention.

In April 2026, he sent me a journal about an inaccurate inventory entry. His first draft spent more space explaining the pressure of the assignment than his own decision. I asked him to identify what he had controlled. He rewrote the entry to state that he had entered a count before checking the last shelf, described reporting the error, and proposed a specific checking procedure. I did not witness the workplace event. What I observed directly was his willingness to accept a difficult question and improve the accuracy of his account.

His use of Prison Professors materials has helped give our correspondence structure. He sends goals, reflections, book reports, and changes to his release plan. When an item is incomplete, I ask him to leave it visible and state the next action. Over time, he has become more willing to distinguish completed work from an aspiration. That habit matters when we discuss employment, housing, and the limits of support.

If he is released to the proposed community, I offer a weekly meeting for the first 90 days, subject to any necessary approvals. We would review his calendar, spending plan, job attendance, and written commitments. I will encourage him to address difficulties early and use qualified services when a problem exceeds my role as a volunteer.

I cannot verify every event in his institutional history or guarantee his future conduct. I can describe the sustained effort and increasing candor that I have observed. I respectfully ask that those qualities, together with the official record and a confirmed release plan, receive consideration.

Respectfully,
Thomas Avery
Fictional writer. Unsigned teaching example.

FICTIONAL COURSE SAMPLE - NOT FOR SUBMISSION

Attachment E2 - Family and housing letter

FICTIONAL WRITER AND SUPPORT COMMITMENTS - ILLUSTRATIVE ONLY

November 15, 2026
Elena Rowan, sister of the fictional applicant
100 Example Lane, Sample City, OH 00000
202-555-0101 | elena.rowan@example.com

Dear Pardon Attorney:

I am Daniel Elias Rowan's sister. I support his request for a reduction of imprisonment, and I offer the specific support described below as part of this fictional teaching example.

Daniel's criminal conduct harmed our family's trust. He concealed the source of his money and expected us to accept explanations that did not make sense. I know that he also harmed people outside our family through the drug distribution and the recruitment of others. I am not asking that those consequences be overlooked.

Our relationship has improved through repeated, ordinary commitments. He now asks what support I can actually provide rather than assuming I can solve every problem. When I could not obtain a document as quickly as he wanted, he acknowledged his frustration without making it my responsibility. He followed up with a realistic request and completed the parts of the work he could do himself.

Since January 2025, I have helped organize his writing using the biography, journal, book-report, and release-plan categories discussed in Prison Professors resources. He writes the material; my role is to preserve dates and arrange it for review. I do not treat a polished paragraph as proof that every statement is correct. I ask questions when dates, claims, or plans need support.

Subject to approval by the appropriate authorities, I offer him a private bedroom in my home for 12 months. I can pick him up on release and provide a $1,500 transition fund. The first month would be rent-free. After that, we plan a $450 monthly household contribution. If employment is delayed, I will waive that contribution for up to 90 days and provide groceries for the first 60 days.

Our household expectations include lawful conduct, no drugs or unauthorized visitors, respect for supervision conditions, a shared calendar, and prompt discussion of problems. I will not cover up violations or provide unlimited financial support. We have discussed that rebuilding trust requires boundaries as well as encouragement.

I hope Daniel receives the opportunity to continue this work in the community. My support reflects the changes I have observed in our relationship and the practical help I can offer. It is not a guarantee. In a real case, these housing and financial commitments would need to be genuine, current, and confirmed before release.

Respectfully,
Elena Rowan
Fictional writer. Unsigned teaching example.

FICTIONAL COURSE SAMPLE - NOT FOR SUBMISSION

Attachment E3 - Prospective employer letter

FICTIONAL BUSINESS, OFFER, AND OBSERVATIONS - ILLUSTRATIVE ONLY

November 15, 2026
Morgan Vale, operations manager
ExampleWorks Cabinetry (fictional business)
300 Example Way, Sample City, OH 00000
202-555-0103 | morgan.vale@example.com

Dear Pardon Attorney:

I write in support of Daniel Elias Rowan's commutation request and to describe a conditional employment opportunity. I have reviewed his written work plans and participated in two approved calls with him during September and October 2026 in this fictional scenario. I do not claim to know every aspect of his prison adjustment.

Daniel disclosed his methamphetamine-conspiracy conviction and his responsibility for arranging deliveries and recruiting others. He also disclosed the 2016 cellphone violation. Those matters are relevant to an employer's assessment of reliability. We discussed the need to follow instructions, report mistakes, and earn trust through daily performance.

I asked him to explain how he would respond if an inventory count did not match the paperwork. He described stopping to check the discrepancy and informing the supervisor rather than changing the number to make the records agree. In a written exercise, he initially omitted time for cleanup and safety checks. After feedback, he revised the sequence and explained why the first estimate was incomplete. These exchanges do not prove job performance, but they show a willingness to learn and accept correction.

Subject to lawful release, any required approvals, identification and work authorization, and confirmation of a start date, we offer an entry-level shop-assistant position at $20 per hour for an anticipated 40-hour week. We would aim to begin within 14 days after he is available and approved to work. Actual scheduling and business conditions must be reconfirmed before release.

Initial duties would include shop preparation, material handling, cleanup, inventory assistance, and basic tasks under supervision. We would provide safety orientation and review progress at 30, 60, and 90 days. He would not initially handle company money or supervise other employees. The position does not require us to assume skills he has not demonstrated.

I support consideration of his request because a structured job can provide an opportunity to apply preparation to ordinary responsibilities. Our offer has clear expectations: punctuality, truthful records, safe work, and prompt communication about difficulties. It does not depend on publicity, and it does not guarantee continued employment regardless of performance.

Respectfully,
Morgan Vale
Fictional writer and business. Unsigned teaching example; no real job offer.

FICTIONAL COURSE SAMPLE - NOT FOR SUBMISSION

Attachment F - Supporting-document register

DISTINGUISH TEACHING EXHIBITS FROM RECORDS A REAL PETITION WOULD NEED

Item	Status in this packet	Purpose
Completed form and cover letter	Included; fictional answers	State the requested relief and connect facts to the request.
A. Case/accountability summary	Included; applicant-style illustration	Clarify conduct, sentence, financial amounts, and responsibility.
B. Progress record	Included; invented dates and activities	Organize the timeline and identify corroboration.
C1-C2. Portfolio excerpts	Included; selected fictional writing	Show reflection, correction, learning, and practical application.
D1-D2. Release plan and budget	Included; hypothetical plan	Identify housing, work, support, costs, and alternatives.
E1-E3. Support letters	Included; fictional and unsigned	Demonstrate three perspectives and concrete support.
Judgment and statement of reasons	Not fabricated or attached	Obtain authentic records for an actual petition.
Presentence report	Not fabricated or attached	Use the genuine report and address relevant discrepancies.
Recent BOP progress report	Not fabricated or attached	The supplied form requests a report from within the last 18 months when a BOP official submits the application.
Discipline, education, and work records	Not fabricated or attached	Verify both favorable achievements and adverse history.
Full writing archive and support verification	Not created as real evidence	Retain original entries and authenticate commitments in a real case.

A record is useful when its source is clear

Keep the document title, date, source, relevant form section, and review status together. Mark missing originals as missing. Do not convert an applicant's recollection into an official finding or describe a proposed placement as approved.

FICTIONAL COURSE SAMPLE - NOT FOR SUBMISSION

Attachment G - Teaching notes and sources

CLASSROOM GUIDANCE - THE FICTIONAL FACTS ARE NOT EVIDENCE

Why this example makes a developed request

- It states the exact relief sought and acknowledges the offense without minimizing the applicant's role.

- It discloses an adverse prison incident and describes the conduct that followed, rather than presenting a flawless history.

- It connects Prison Professors resources to dated work and specific behavior. Participation alone is not presented as a reason release must be granted.

- It includes housing, conditional employment, a budget, support people, and alternatives. Letters explain the writers' actual basis of knowledge within the fictional scenario.

- It labels every invented exhibit and identifies authentic records that would be needed in a real case. No government records, certificates, official endorsements, or signatures have been fabricated.

Important distinctions for the lesson

This is a commutation example, not a pardon application. The sample asks to shorten imprisonment while retaining supervised release. Three support letters were chosen to demonstrate different perspectives; they are not presented as a three-letter minimum imposed by this commutation form. The form permits support letters from friends, family, and others in the release-plan section.

The official instruction pages remain in the packet. Check the government's current form and instructions before preparing a real application. An actual petitioner must provide truthful facts and execute the required certification; the sample-name entry here is not a signature or oath.

Public sources reviewed November 15, 2026

Supplied DOJ commutation form
https://www.justice.gov/pardon/file/960561/dl?inline

DOJ application page
https://www.justice.gov/pardon/apply-clemency

Preparing for Success After Prison
https://www.prisonprofessors.org/lessons/success-after-prison

Straight-A Guide
https://www.prisonprofessors.org/lessons/straight-a-guide

Profile structure and writing
https://www.prisonprofessors.org/lessons/playbook/build-your-profile