3-14/010.05 - Pro-Per Status of Inmates

When a court issues an order that an inmate is to be placed in a pro-per status, the concerned bailiff shall contact the Central Jail Legal Unit and advise them of the following:

- The inmate’s name
- Booking number
- Date the order was issued
- The judicial district or superior court issuing the order along with the judge’s name and division or department number
- The case number under which the inmate is to have pro-per status

After completing this, the bailiff shall deliver the pro-per status order to lockup personnel for transmittal to IRC.