

HANDOUT B
RECORDS CHECKLISTS

RECORDS NEEDED FOR SOCIAL HISTORY INVESTIGATION:

1. Birth certificate
2. Birth records (hospitals, clinics, and OB-GYN)
3. All medical records
4. Educational records (grades, health, ed and psych testing, pictures, yearbooks)
5. Social Service records (ask for the following):
 - a. Foodstamps / AFDC
 - b. Foster homes / shelters / orphanages
 - c. Job training
 - d. Social Security (SSI)
 - e. Guardian proceedings / custody fights
 - f. All medical and non-medical records
 - g. Contacts with parents
 - h. Caseworker field notes
6. Criminal history (obtain the following)
 - a. Court files
 - b. Police records
 - c. Jail records and booking cards
 - d. Parole records
 - e. Probation records
 - f. Juvenile detention records
 - g. Prison records (daily, medical, psychological, disciplinary, visitation, etc)
 - h. FBI records
 - i. Co-defendant's records
 - j. Records from prior attorneys on all prior cases.
7. Jail records for current incarceration (and prison if client is already on death row)
 - a. Mental health records
 - b. Medical records
 - c. Classification
 - d. Disciplinary records
 - e. Daily chronologicals
 - f. Housing records
 - g. Visiting records
8. Employment records (including social security and workman's comp)
9. Military records (branch, dates of service and discharge, commanding officers)
10. Military "dependant" records, if the client's parent(s) were in the military
11. Mental health records
12. Marriage / divorce records
13. Child custody records (court files, Social Service files, files from custody attorney)
14. Immigration and Naturalization Records (INS)
15. Religious records (Baptismal, etc.)