



Sacramento County District Attorney's Office  
THIEN HO  
District Attorney

## Alternative Sentencing Council (ASC) - Case Referral Form

Date:

Case Name:

Docket Number:

Charges and factual summary (be specific and complete):

Prior record (can attach rap sheet):

Next court date/type of proceeding:

Current offer (please specify DA or Court offer):

Defense Proposed Resolution:

Submitted By:

### Document Checklist:

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#### 1) Personal History

- a. Education
- b. Work force training
  - i. Employment verification

#### 2) Mitigation Factors Related to Offense

#### 3) Letters

- a. Journey Letter (Your story of rehabilitation and transformation)
- b. Letters in support

#### 4) Relapse Prevention Plan

- a. Describe your current work to mitigate criminal impact
- b. Identify your target behaviors that played a role in your crime
- c. Identify potential internal and external triggers
- d. Identify coping mechanisms
- e. Identify your support network (include housing verification)
- f. Long-term plan to mitigate criminal impact

#### 5) Limitations (i.e. transportation, ADA assistance, language)

**PLEASE EMAIL OR DROP OFF COMPLETED PACKET TO SONIA MARTINEZ SACHELL  
(SatchellSo@sacda.org)**