

PROCEDURES FOR CIVIL RIGHTS PARDONS

The purpose for the application of Pardons is to facilitate legal pardon of any Civil Rights Foot soldiers arrested, convicted and fined for their valiant activities during the Civil Rights Movement. The manner in which this can be accomplished is as follows:

- Applicant shall completely fill out application at the Probation and Parole Office (PPO). The Probation and Parole office is located at the David J. Vann Justice Center, 801 17th Street North, Birmingham, AL 35203.
- Completed and signed application must be return to Probation and Parole office by applicant or legal representative with a copy of government issued identification.
- PPO with assistance from Municipal Court (MC) staff will compile applicant's documentation and files and append with application.
- Once information on applicant is located, PPO will forward application with documentation to Mayor Office (MO). (If there is discrepancy in applicant's information or application is not completed, the PPO will notify the Law Department (LD) of the lack of no supporting documentation).
- Mayor's Office must grant pardon within forty-two (42) days of receipt of application, if there is no discrepancy in applicant's information.
- Mayor's Office must notify the governing body (City Council) in writing at the first regular meeting pursuant to § 12-14-15, Code of Alabama, 1975, following the pardon with the reasons stated therein.
- Law Department shall send a Letter of Notification to District Attorney's Office within sixty (60) days stating that pardon has been granted for the individual while protesting a Municipal Ordinance for which the purpose is to maintain racial segregation or discrimination in accordance with §15-22-91(a), Code of Alabama, 1975.
- Once all requirements and notifications from the MO are made the approved pardon should be forwarded to PPO. The PPO will notify applicant, court, jail, ID Bureau and police chief of the granted pardon.
- If PPO has incomplete application and/or no supporting documentation on applicant, the application will be forward to LD.
- LD will notify applicant that the application was incomplete and no supporting documentation is available.

Refund Request

If applicant desires a refund, he/she must file a separated Request for Refund with Municipal Court.

- Once applicant has been granted pardon, he/she must request an application for refund at City of Birmingham Municipal Court Administrative Division.
- Application with supporting documentation will be verified by MC.
- MC will notify finance department (FD) with copy of request for refund and court records.
- Finance Department will make refund to applicant.