

# MICHIGAN DEPARTMENT OF CORRECTIONS

*"Expecting Excellence Every Day"*

## MEMORANDUM

(Sent via e-mail January 26, 2004)

**DATE:** January 22, 2004  
**TO:** Wardens  
**FROM:** Dennis M. Straub, Deputy Director Dennis M. Straub  
Correctional Facilities Administration  
**SUBJECT:** Cain v MDOC Settlement Agreements

I am in receipt of communication from Prisoner Legal Services of Michigan which alleges that numerous facilities are not in compliance with the Cain Settlement Agreements in a number of areas. A spot check of facilities indicates that some of these allegations are accurate. These include, but are not limited to, the following requirements:

- The Segregation Law Library Request form (CSJ-601) must be available on request in all segregation units.
- The Access to the Courts Flash Kite form (CSJ-600) must be available on request in all housing units.
- The Legal Photocopy Disbursement Authorization form (CSJ-602) must be available on request in all housing units and in the library.
- All newly required law library books must be added to the library collection in all facilities.

Attached to this communication are charts and an OP template that identify the requirements of the settlements. **Compliance with all requirements of the settlement agreements is not only necessary, but also mandatory. We must be in compliance with the conditions set forth in the Cain settlement agreement.** Questions you may have about this communication can be directed to Norma Killough of my staff.

NK/tf

### Attachments

cc: Regional Prison Administrators  
J. Barrett, CFA  
Norma Killough, CFA  
T. Snow, CFA