

I am writing to request that our expert, Dr. Joette James, a clinical neuropsychologist, be permitted to visit with \_\_\_\_\_ for a neuropsychological evaluation on \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_. Dr. James will need a private, quiet room in which to conduct the evaluation, and the inmate's hands will need to be unshackled for at least a portion of the assessment as he will be required to hold a pencil and manipulate small objects from time to time. Dr. James will be bringing the following materials into the facility: 1) test stimulus materials, response sheets and booklets; 2) paper, pens, pencils, and markers; and 3) a laptop computer and CDs. The test materials will include a hand dynamometer, finger tapping machine, 1-inch wooden blocks, small cards, a metal pegboard with small metal pegs, and a wooden board with three pegs and five wooden disks.

Please feel free to contact me at \_\_\_\_\_ should you have any questions about this request.

Please advise as to the confirmation of this appointment. Thank you for your cooperation and assistance.

Sincerely,

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