Court Evidence Receipt

**Case Number:** **\_\_\_\_\_\_\_\_\_\_\_\_ Date:** **\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Lab Number:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Item Number:** **\_\_\_\_\_\_\_\_**

All department personnel who take evidence to court are required to return that evidence to the Property Room as soon as they are released from court. If the Property Room is closed, evidence must be secured in an evidence locker.

If an item is retained by the court, the Clerk of the Court or other court officer must sign the receipt below. This **signed form** must be returned to the Property Room immediately after court is adjourned. Fill in the appropriate blanks, obtain the required signatures, and **SIGN THIS FORM YOURSELF AT THE BOTTOM**.

Court Action (check below):

Case dismissed against all defendants

All defendants found guilty

Case continued

Other

As a result of today's court action, the **court retained** the listed item.

As a result of today's court action, the listed item **should be destroyed**.

As a result of today's court action, the listed item can be **released to the owner**.

Court Clerk’s Name (Print): Date

Court Clerk’s Signature:

REMARKS:

**EMPLOYEE WHO CHECKED OUT THE EVIDENCE MUST SIGN BELOW:**

Print Name: Badge #

Signature Date