



**JEFFERSON COUNTY**  
Regional Crime Laboratory

Jefferson County Regional Crime Laboratory

## Request for Documentation

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**Date:** \_\_\_\_\_ **Requested By:** \_\_\_\_\_  
**JCRCL Case Number:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
**Court Case Number:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_  
**Defendant's Name:** \_\_\_\_\_ **Judicial District:** \_\_\_\_\_  
**Requested By Date:** \_\_\_\_\_ **Trial Date:** \_\_\_\_\_

\*Please attach court order if applicable

**Request:**

Case File (Laboratory report, examination notes and supporting documentation [final version])

Other (please list specific items)

**Comments:**

Please email this form to: [cloptien@co.jefferson.co.us](mailto:cloptien@co.jefferson.co.us)  
Include the JCRCL Case Number in the subject line of your message.

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### ***For Laboratory Use Only***

**Completion Notes:**

**Disposition:**

Released to: \_\_\_\_\_ on \_\_\_\_\_

Comments: \_\_\_\_\_

Signature of Releasing Party: \_\_\_\_\_

Place completed form in case file