

Pay 565-8820



# Sonoma County Sheriff's Department

2796 Ventura Avenue, Santa Rosa, CA 95403, (707) 565-2541 3933

## REQUEST FOR DUPLICATION OF PHOTOGRAPHS, TAPES & COMPUTER DISKS

*This does not include reproduction of reports or other documents, contact Central Information Bureau regarding non-photo/video/audio evidence.*

### REQUESTING PARTY, MUST READ:

- One of the following must accompany this request: A court order or written permission from the Sonoma County District Attorney's Office is required in criminal cases. In other cases, a subpoena duces tecum or authorization from County Counsel may be required.
- A new 60 minute audio tape/120 minute standard VHS video tape must be provided at time of payment for each tape to be duplicated
- All items must be paid in full prior to duplicating.
- Please allow fifteen (15) working days for processing after payment is received.

### TO BE COMPLETED BY REQUESTING PARTY:

PRINT NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_/\_\_\_/\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

REPORT NUMBER (Sheriff's Dept, SCNTF, Windsor PD, or Sonoma PD): \_\_\_\_\_ YOUR AFFILIATION TO CASE: \_\_\_\_\_

SERVICES REQUESTED, REQUESTING PARTY MUST LIST EVIDENCE NUMBERS OF EACH ITEM REQUESTED:

### TO BE COMPLETED BY C.S.I. UNIT:

ITEM DESCRIPTION	EACH			BASE		SUBTOTAL
PHOTO - 3 1/2 x 5	.35	x	_____ = _____ +	55.25	=	_____
PHOTO - 8 x 10	4.99	x	_____ = _____ +	55.25	=	_____
PHOTO - POLAROID	1.50	x	_____ = _____ +	55.25	=	_____
VIDEO TAPE	100.00 for first tape, (+ \$50.25 for each additional tape)		# of tapes _____ =			_____
AUDIO TAPE	100.00 for first tape, (+ \$50.25 for each additional tape)		# of tapes _____ =			_____
COMPUTER DISK 3 1/2"	25.50	x	_____ = _____			_____
CD-R / DVD-R	25.50	x	_____ = _____			_____
DISPATCH RECORDINGS (CD-R)	38.25	x	_____ = _____ (0-30 min., processing time-prorated thereafter)			_____
CAD LOGS	17.10	x	_____ = _____			_____
OTHER	_____	x	_____ = _____ + _____			_____
<b>TOTAL DUE:</b>						_____

REQUESTING PARTY CONTACTED AND ADVISED OF AMOUNT DUE ON \_\_\_/\_\_\_/\_\_\_ AT \_\_\_\_\_ HRS., BY \_\_\_\_\_

### RECORD OF PAYMENT TO BE COMPLETED BY DISCOVERY CLERK:

DATE PAID: \_\_\_/\_\_\_/\_\_\_ RECEIPT NUMBER: \_\_\_\_\_ PAYMENT RECEIVED FROM: \_\_\_\_\_ L.P. INITIALS: \_\_\_\_\_

(COMPLETE THE FOLLOWING IF THE REQUEST HAS BEEN MADE BY ANOTHER SONOMA COUNTY AGENCY AND PAYMENT IS TO BE MADE BY JOURNAL VOUCHER)

SONOMA COUNTY AGENCY: \_\_\_\_\_ JOURNAL VOUCHER NUMBER: \_\_\_\_\_

### NOTIFICATION OF COMPLETION:

UPON COMPLETION OF DUPLICATION, ALL ITEMS PAID FOR WERE GIVEN TO THE DISCOVERY CLERK AND THE REQUESTING PARTY WAS NOTIFIED THAT ITEM(S) ARE READY FOR PICK-UP. ON \_\_\_/\_\_\_/\_\_\_ AT \_\_\_\_\_ HRS., \_\_\_\_\_ WAS CONTACTED AND ADVISED THAT ITEM(S) ARE READY TO BE PICKED UP. NOTIFIED BY: \_\_\_\_\_

SIGNATURE OF PERSON PICKING UP ITEM(S): \_\_\_\_\_ DATE: \_\_\_/\_\_\_/\_\_\_

FEE RATES EFFECTIVE 7-01-09 (Fees are regulated by the Sonoma County Board of Supervisors and subject to change)