



# Sonoma County Sheriff's Office

2796 Ventura Avenue, Santa Rosa, CA 95403, 707.565.3933 fax 707.565.8811

## 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 CD-R/DVD-R/60 minute audio tape/120 minute standard VHS video tape must be provided at time of payment for each item 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 Office, 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 _____ = _____	57.00	=	_____
PHOTO - 8 x 10	4.99	x _____ = _____	57.00	=	_____
PHOTO - POLAROID	1.50	x _____ = _____	57.00	=	_____
PHOTO LINE-UP/PHOTO REPRODUCTION					
	(COLOR COPIES) 52.25 for first copy, (+\$26.00 for each additional copy)	# of copies _____		=	_____
VIDEO TAPE/AUDIO TAPE	104.00 for first tape, (+\$52.25 for each additional tape)	# of tapes _____		=	_____
CD-R / DVD-R	26.50	x _____ = _____		=	_____
DISPATCH RECORDINGS (CD-R)	39.50	x _____ = _____	(0-30 min., processing time-prorated thereafter)	=	_____
CAD LOGS	16.90	x _____ = _____		=	_____
OTHER	_____	x _____ = _____		=	_____
			TOTAL DUE:		_____

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 7-01-12 (Fees are regulated by the Sonoma County Board of Supervisors and subject to change)