COMPUTER CRIMES & ELECTRONIC EVIDENCE
INCOMING EVIDENCE CHECKLIST

Submitting Agency: ____________________________
Agency Case #: ______________________________

1. Has the evidence being submitted been turned on or has any evidence been reviewed prior to submission?
   □ No □ Yes – Please explain:
   
   Was this examination performed by another forensic lab?
   □ Yes (Cannot examine without approval.)
   □ No
   
   Provide the dates, times and by whom the evidence was accessed:

2. Is the submitting officer aware of any privileged information that may be contained on the evidence being submitted? (i.e. Attorney-client communication, published articles)
   □ No □ Yes – Please explain:

3. Are there any specific words or phrases that would assist the examiner in the analysis of the evidence?
   □ No □ Yes – Please list below:

4. Are there any specific e-mail addresses that would assist the examiner in the analysis of the evidence?
   □ No □ Yes – Please list below:

5. Is there any other information that would assist the examiner in the analysis of the evidence including passwords, pin codes or pattern locks?
   □ No □ Yes – Please explain:

Section use only
[ ] Check here and initial to confirm that the Division barcode labels on all of the submitted evidence match with the Request for Analysis form and the Division Evidence Receipt.

   Initials: ________

[ ] Check here and initial to confirm that this form has been filled out properly and all questions have been answered.

   Initials: ________

Connecticut Department of Emergency Services and Public Protection
Division of Scientific Services • Computer Crimes & Electronic Evidence Laboratory

QR-CC-1
Revision # 2
Date: 01-15-2014