Guidelines for Cold Case Submission

Once an agency has identified a cold case for re-examination the following steps should be followed prior to requesting Laboratory services:

A. Determine what physical evidence is still in your custody and prepare an inventory list.

B. Assemble all reports of evidence analysis
   a. If a homicide – a copy of the Medical Examiner’s report.
   b. Copies of Crime scene photographs.
   c. Copies of Investigative reports, case files.
   d. Known samples from new suspects (also investigative personnel’s buccal swabs may be necessary) for DNA testing and comparison.

C. Contact Case Management at:
   203-427-4098 or via email at ct.forensiclab@ct.gov

1. The Cold Case Coordinator will be notified and all related Laboratory materials will be assembled.

2. A meeting will be set up between the Cold Case Coordinator and the assigned investigators.

3. At this meeting a review of the documents will take place.

4. The agency will be requested to submit evidentiary items deemed appropriate for further analysis.*

* Do not repack or photograph any evidence prior to submission (consideration for touch DNA).