

**COMPUTER CRIMES & ELECTRONIC EVIDENCE
INCOMING EVIDENCE CHECKLIST**

Examiner
Initials _____

Submitting Agency: _____

Agency Item #: _____

Agency Case #: _____

Source (check one):

Suspect _____
Victim _____
Other: _____

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 – submit letter) No

Provide the dates, times and by whom the evidence was accessed:

2. Are there any legal authority (warrant) restrictions? Please specify: _____

3. Is evidence being submitted as part of a Cybertip? No Yes – Attach printed Cybertip notification that includes file names/hash values.

4. 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: _____

5. Are there any specific words or phrases that would assist the examiner in the analysis of the evidence?

No Yes – Please list below: _____

6. Are there any specific e-mail addresses that would assist the examiner in the analysis of the evidence?

No Yes – Please list below: _____

7. 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: _____