
Procedure for Court Orders and Discovery Requests

1.0 Purpose – This procedure establishes the process to receive and address court orders and discovery requests received by the State Crime Laboratory (Laboratory).

2.0 Scope – This procedure is applicable to all organizational units and employees in the Laboratory.

3.0 Definitions

- **Court Order** – An official proclamation by a judge that defines the legal relationships between the parties to a hearing, trial, appeal or other court proceeding. Such ruling requires or authorizes the carrying out of certain steps by one or more parties to a case. A court order must be signed by a judge.
- **Discovery Requests** – An official document requesting the receiving party to disclose material facts, documents or other items related to a case.

4.0 Procedure

4.1 Court Orders

4.1.1 Court orders may be received by any employee.

4.1.2 Court orders shall be forwarded to Laboratory Legal Counsel. If no evidence has been submitted, Laboratory Legal Counsel shall forward a copy to the Assistant Director of Technical Operations. The Assistant Director of Technical Operations shall coordinate the creation of a case in Forensic Advantage to store a copy of the scanned documents as directed in 4.1.3.

4.1.3 If evidence has been submitted, Laboratory Legal Counsel or designee shall scan the court order and any accompanying documentation into the Case Object Repository of Forensic Advantage and shall notify the Section(s) and/or analysts involved in the case.

4.1.4 Legal Counsel shall review the court order to ensure coherence and completeness and shall provide guidance to the employees affected by the order.

4.1.5 Required court order materials shall be compiled and forwarded to Legal Counsel for final review.

4.1.6 Court order materials shall be disseminated by legal counsel or by the employee under the direction of legal counsel.

4.1.7 The court order may contain language to halt or preclude analysis on evidence until certain requirements are met. If the evidence is to be returned un-worked or partially worked, a Laboratory Report shall be issued by the Forensic Scientist Manager or the Forensic Scientist stating that analysis has been discontinued due to the court order.

4.2 Discovery Requests

4.2.1 Discovery requests may be received by any employee.

- 4.2.2 The employee who receives the discovery request shall forward the request to Laboratory Legal Counsel.
- 4.2.3 Legal Counsel shall review the discovery request to ensure coherence and completeness and provide guidance to the employee(s) affected by the request.
- 4.2.4 Required discovery materials shall be compiled and forwarded to Laboratory Legal Counsel for final review.
- 4.2.5 Discovery shall be disseminated by legal counsel or by the employee under the direction of Laboratory Legal Counsel.

5.0 Records – N/A

6.0 Attachments – N/A

Revision History		
Effective Date	Version Number	Reason
09/17/2012	1	Original ISO Document
03/08/2013	2	4.2.5 - added legal counsel for disseminating discovery; grammar
10/31/2013	3	Added issuing authority to header
04/28/2017	4	4.1.2 – updated responsibilities for adding documents to FA.