

**KANE COUNTY CRIMINAL JUSTICE SYSTEM  
KANE COUNTY CIRCUIT CLERK'S OFFICE  
INTER-DEPARTMENTAL COMMUNICATION**

FROM: \_\_\_\_\_ Police Department to \_\_\_\_\_ Police Department.

FROM: \_\_\_\_\_ Police Department to Circuit Court Clerk

FROM: Circuit Clerk to \_\_\_\_\_ Police Dept.

DATE: \_\_\_\_\_ Please Reply      No Reply Necessary

Def.: \_\_\_\_\_ Case No.: \_\_\_\_\_ Officer: \_\_\_\_\_ Star: \_\_\_\_\_

Description of Action, Request, or Discrepancy

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Physical Description of Deft. or Reply

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SEE REVERSE FOR INSTRUCTIONS

FORM PREPARED BY: \_\_\_\_\_

FORM AND/OR WRIT RECEIVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

## **DISTRIBUTION OF COPIES AS FOLLOWS:**

### **1. WRIT TRANSFER:**

1st copy - Forward to Clerk's Office. To be placed in file.

2nd copy - Forward with Writ for records of agency receiving Writ.

3rd copy - To be retained by agency forwarding Writ for their records.

### **2. REQUEST FOR INFORMATION:**

1st copy - Forward information to requesting agency. To be returned with information for your record.

2nd copy - Forward with 1st copy. To be used by agency supplying information for their records.

3rd copy - To be retained by agency requesting information as follow-up.

### **3. DISCREPANCY:**

1st copy - Forward to agency to whom discrepancy notice is addressed. To be returned if reply is requested.

2nd copy - Forward with 1st copy. To be used by agency to whom discrepancy notice is addressed;

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PHYSICAL DESCRIPTION should contain the following information:

If available: Sex, Race, Age, Height, Weight, Hair, Eyes, Complexion, Physical Marks, Scars, Limp, etc..

If address is a Rural Route give the road defendant lives on and general directions on how to get there.

If Writ is for Traffic case, give Driver's License Number.

If pictures, fingerprints or other information that would help identify defendant are available please forward and attach to Writ.