

**KANE COUNTY CRIMINAL JUSTICE SYSTEM
THOMAS M. HARTWELL, CIRCUIT CLERK
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

Physical Description of Deft. or Reply

SEE PAGE 2 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;

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.