



Monroe County Office of the District Attorney

Criminal Investigations Division | Digital Forensics

Digital Evidence Examination Request

Requester Information:

Name of Requester:	Agency / Station:	Email Address:
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Case File Information:

Your Report Number:	Case Description / Type:	Defendant's / Subject's Name:	DOB:
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Please use a different form for each distinct case / report number. For additional defendants / subjects, list names in comments.

Device Information:

Item #:	Make / Model of device:	Unlock password: ¹	Type of exam requested: ²	Biohazard?	Evidence number:
			Device only <input type="checkbox"/> Device & cloud <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
			Device only <input type="checkbox"/> Device & cloud <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
			Device only <input type="checkbox"/> Device & cloud <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
			Device only <input type="checkbox"/> Device & cloud <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
			Device only <input type="checkbox"/> Device & cloud <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
			Device only <input type="checkbox"/> Device & cloud <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	

¹ If the password to unlock a phone is not provided, we may not be able to examine it.

² If requesting cloud data, you must have specific authorization in your warrant / consent for this type of search.

Comments / Notes (if any):

Instructions:

1. Ensure that you have a search warrant, consent, or other legal authority to conduct a search of the device(s). If requesting the inclusion of remotely stored data (cloud), ensure that such a search is specifically authorized in your warrant or consent.
2. Bring the device(s) and this completed form to the Monroe County Office of the District Attorney, Criminal Investigations Division.
3. You will need to supply a media device (e.g., portable hard drive, USB thumb drive, etc.) on which to receive the reports. This can be provided upon submission or retrieval of the device(s).
4. Upon submission, please complete and sign the below chain of custody information.

Chain of Custody:

Date submitted:	Time submitted:	Submitting officer:	Received by:
		Signature:	Signature:

Date returned:	Time returned:	Returned to:	Returned by:
		Signature:	Signature: