COURT TRANSPORT INSTRUCTIONS

To be provided by the Records Office:

Inmate Name _____ ODOC # _____
Last First

Court Date/Time _____

Proceedings/Case Number _____ County/Judge _____

Other Detainers/Warrants/Holds in place:

☐ Inmate field file sent.

☐ No field file sent.

The transporting officer will call the facility record's office at ( ) _____ after all proceedings and prior to releasing the inmate to notify the facility of the courts results and verify if the inmate may be released or must be returned to the facility due to other legal holds.

==========

To be completed by Transporting Officer(s):

If the inmate is released by the judge on the current case, the transporting officer will ensure the following before the inmate is released from ODOC custody:

_____ Obtain official release documents (i.e., Order of Release, court minute), certified when possible.

_____ Call the records officer or CCM IV and advise of inmate's disposition/release and receive permission to discharge
the inmate or return to facility.

Release confirmed by:

_____
Name of Record's Officer or CCM IV contacted Date Time

Name of Transporting Officer(s): _____

If this inmate is discharged by the court, the following information is needed:

Forwarding Address (If a PO Box, need the physical address; If a rural route #, need driving directions)	***Telephone Number:***	***Name and relationship of person with whom the inmate will be residing.***