

Request for Additional Sentencing Information

Date: _____

Dear Sheriff:

The document(s) for the below listed offender that were forwarded to the Department of Corrections are being returned to you for the following reason(s). As this will cause a delay in scheduling the offender into state custody, please provide an amended document as soon as possible.

Offender Name _____ Sentencing County _____

Case Number(s) _____

The following information is missing from the required sentencing documents:

- Judgment and Sentencing not signed by judge
- Notice of Judgment and Sentence not signed by judge or court clerk
- Plea paperwork not signed by the judge
- Summary of Facts on Plea not signed by the judge
- Sentencing after Jury Trial Summary of Facts not signed by the sentencing judge
- Name of Defendant
- Date of Birth
- Last 4 digits of Social Security Number
- Case Number
- Name of Sentencing Judge
- Crime (s) for which the defendant was convicted
- Sentence (s) imposed

Thank you for your cooperation.

Classification and Population Staff Person