See Also: LOM 7305.21
TSK-7305.21E, *Conducting Temporary Transfers in LIMS*

ACTION BY:	***ACTION:***
Evidence Staff	1. **Runs** the *Temporarily Transferred Items* report, where the Transfer Purpose selected is "Send to Court."
	2. If listed items are out fewer than 75 days, **STOPS**.
	3. If listed items are out more than 75 days, **notifies** the Laboratory Administrative Officer (LAO).
	3a. If an extension has been granted for items, **does not notify** the LAO.
LAO	4. For evidence out to court for more than 75 days, **contacts** the recipient or the recipient's supervisor to notify him/her of the pending deadline.
Evidence Staff	5. If listed items are out more than 90 days and the recipient did not receive an extension, **prepares** a memorandum to notify the Special Agent in Charge (SAC) of the missed deadline and **requests** the return of the evidence or an extension to maintain the evidence.
	6. **Provides** memorandum to the LAO.
LAO	7. For evidence out to court for more than 90 days, **reviews** the memorandum and **provides** it to the Laboratory Director (LD) for approval.
LD	8. **Signs** the memorandum.
LAO	9. **Sends** the memo to the office head or to the SAC.
	10. **Scans** and **attaches** correspondence to Laboratory Information Management System (LIMS) case file.
LD	11. If the evidence is not returned or if an extension is not granted**,** **contacts** the SAC in writing.

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