

Checklist of Required Court Documents For Prisoner Transfer To Cook County Sheriff Personnel Chicago Police Department

To ensure prisoner acceptance by the Reception Sheriff at Cook County court branches, the following documents will be prepared, stapled if appropriate, and properly bundled in the order listed below for each arrestee listed on the court transmittal.

- Court Copies of the Arrest Report
 - One (1) copy of the Name Check Printout
 - Three (3) copies for arrestees appearing at 2600 South California
 - Two (2) copies for arrestees appearing at courts other than 2600 South California
- Two (2) complete copies of the arrestees' Criminal History Report or No Record Notification and Final Disposition Report
- Copy of the case report, if applicable
- Felony Minute Sheet, if applicable
- Transport copy of the Arrest Report when let to bail
- Court copy of the bail bond, if applicable
- Court copy of the Property Inventory, if applicable
- Criminal complaints, if applicable

Warrant Specific Arrests

Chicago Warrants

- One (1) copy of the computer printout from the Chicago Database (HOTDESK)
- The faxed warrant from Central Warrants, Field Services Section, Records Services Division

LEADS Warrants Within Cook County

- One (1) copy of the LEADS hit printout including the originating agency (ORA) information
- Warrant affidavit from the Department's extradition officer (PAX 0421)
- One (1) copy of the LEADS notification sent to the originating agency (ORA)
- One (1) copy of the LEADS response from the originating agency (ORA)

LEADS Warrants (warrants outside Cook County, but within Illinois)

- One (1) copy of the LEADS hit printout, including the originating agency (ORA) information
- Warrant affidavit from the Department's extradition officer (PAX 0421)
- One (1) copy of the LEADS notification sent to the originating agency (ORA)
- One (1) copy of the LEADS response from the originating agency (ORA)

Out-of-State Warrants

- One (1) copy of the NCIC printout, including the originating agency (ORA) information
- SAO sheet from the Department's extradition officer

United States Government Warrants

- Detainer or Warrant from the governmental agency
- One (1) copy of the NCIC printout

NOTE: The following warrants are never sent to Cook County Branch Courts unless there are local charges: Government Warrants, Cook County Child Support (must be picked up and taken to Daley Center only), and IDOC warrants.

- Hospital/Medical Clearance, if applicable