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## **CASE SUBMISSION CHECKLIST FOR NARCOTICS AND OCDETF CASES**

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- Copies of all agency forms and reports related to the counts to be indicted; including reports of investigation; reports of drug property collected, purchased, or seized; lab reports; reports of acquisition of non-drug property seizures, and copies of all non-drug exhibits.
- All state and local case reports written by TFOs or assisting agencies that document the incident(s) presented for prosecution. (Not applicable )
- Identifying information on each suspect known in the investigation. (*i.e.*, full name, DOB, DL #, SS#, home address, *etc.*)
- Criminal history, including copies of any certified prior conviction(s), of each target of the investigation: NCIC and LETS.
- All recordings of any controlled purchase or surveillance related to the investigation. (Not applicable )
- All recordings of any telephone calls or body wire recordings from confidential source or undercover agent. [This should include all recordings made of any body wire worn by any government agent, including confidential sources. If there was a second recording from a transmitter, a copy of that audio should be provided as well, regardless of whether it is a duplicate]. (Not applicable )
- Information concerning any possible asset forfeiture property (homes, cars, cash, bank accounts, *etc.*). (Not applicable )
- All photographs of/from any surveillance, search warrant, exhibits, or seized items collected by DEA, local, or state agency. (Not applicable )
- Toll records of phones related to the case. [If the case involves messaging between the CS, agents, and the defendant, all texts should be downloaded from the phone and provided to the prosecutor]. (Not applicable )
- Complete data from any phone download or extraction whether obtained via search warrant or by consent of the owner. (Not applicable )
- All recordings and statements of any interview of the defendants, suspects, or witnesses/cooperators involved in the investigation. If there was a recording, provide the recording [If the statement was oral, provide a detailed report of the statement and maintain your rough notes of the statement]. (Not applicable )

- Search warrants, including the signed search warrant affidavit of any search conducted in the case, attachments and return and inventory forms. [This also includes any recording, audio/video, and photos of/from the search of the residence]. (Not applicable )
- Consent search forms and waivers. (Not applicable )
- Photocopies of any photo lineup or identification of suspect by witnesses. [If a computer-generated photo-lineup was used (“six pack”), include a copy]. (Not applicable )
- All patrol car or body camera videos worn by officers involved in any incident to be charged in the case. [A conspiracy may encompass uncharged substantive events, which will necessitate locating for discovery these items even if the substantive crime is not charged]. (Not applicable )
- Guns: Interstate nexus report. (Not applicable )
- Guns: report of agent that gun(s) function as designed. (Not applicable )
- If the case is classified OCDETF, please include case name and SEALN# below:

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(Not applicable )

### **Case Submission Instructions:**

- ❖ Completed Case Submissions should be emailed to the USAO (if size permits) at: [usaaln.discovery@usdoj.gov](mailto:usaaln.discovery@usdoj.gov)
- ❖ Body/Dash Cam Videos or Video/Audio of Witness or Defendant Interviews should be uploaded to Evidence.com and shared with the USAO via the intake group: USAALN DISCOVERY INTAKE
- ❖ Surveillance videos or other files may be shared via USAFx or delivered to the **Discovery Center** at USAO-NDAL.