

ATF CHECKLIST FOR SUBMITTED CASES

- ☐ Body camera/dash camera
- ☐ Video/audio of any statements made by defendant
- ☐ Video/audio of any statements made by any witness in the case
- ☐ Certified convictions: including sentencing report/plea agreement/indictment and docket summary
- ☐ Interstate nexus report
- ☐ Test-fire of firearm or report showing gun is a firearm under federal law
- ☐ All reports made by all officers in the investigation
- ☐ Photographs of any evidence
- ☐ Any written statements made by any officer
- ☐ An affirmative check that the defendant has not plead guilty to any state charge connected to the investigation
- ☐ Some kind of affirmation that agent has requested that state not go forward as to any aspect of case until we have indicted (i.e., a Petite affirmation).
- ☐ *Miranda* forms (if applicable)
- ☐ Evidence photos should include picture of gun's serial number (if possible)
- ☐ If there are state/local charges pending, get the court and case number. (This is crucial for municipal court cases. We cannot track those through AlaCourt.)
- ☐ If the gun was found in a car not in plain view (truck, glove box, under seat, etc.) we need a car registration or other evidence about who owns the car.
- ☐ All identifiers of the defendant, witnesses, and ATF case number.
- ☐ Toxicology reports
- ☐ Agent cell numbers

Case agent signature

Case Submission Instructions:

- ☐ Completed Blue Jacket Documents should be emailed to the USAO at: usaaln.discovery@usdoj.gov and should include a completed Discovery Collection Receipt
- ☐ 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.