



Discovery Package Request Form

Please provide the following materials associated with laboratory case number _____ :

I. A complete copy of the case file including:

- Chain of custody documentation
- All communications involving this case (phone logs, emails, etc.)
- All bench notes, worksheets, and summary sheets created during the analysis of all evidence associated with this case
- High quality copies of any evidence photographs taken
- Hard copy of DNA data (electropherograms)
- Mixture interpretation worksheets, if applicable
- Statistical calculations, if applicable
- CODIS upload worksheets, if applicable
- Case Report(s)

2. Electronic copy of all GeneScan/Genotyper or GeneMapperID files on CD-ROM including the appropriate Matrix files used to analyze the data.

3. Standard Operating Procedures and Quality Assurance Manual (hard copy or electronic copy) in use at the time of the case completion.

4. A copy of the Unexplained Profile/Carryover/Contamination log and/or Corrective Action log covering a period of at least one year prior to the completion of the case and one year after the completion of the case (or to the present).

5. Curriculum Vitae from all technicians, analysts, and reviewers associated with this case

6. Proficiency test records from all technicians, analysts, and reviewers associated with this case covering a period of at least one year prior to the completion of the case to one year after the completion of the case (or to the present).

7. Internal and external DNA audits reports, including any findings, from at a minimum two years preceding the completion of the case.