7-02/020.10 Required Information

All court orders will be carefully evaluated and checked for:

1. Legal form
2. Seal of the court
3. Judge's signature
4. Destination and specified purpose of the order
5. Sufficient time to comply with the order
6. Out-of-county transportation (refer to Statewide Sergeant)
7. Inmate Reception Center time stamp (indicates receipt of a copy of the order by Inmate Reception Center)

Should any court order fail to have an Inmate Reception Center time stamp, immediately contact Inmate Reception Center. If they are not aware of the contents of the court order, the court order will be delivered to them at once for processing.

Inmate Reception Center will return the court order to the Transportation Bureau after time stamping and making any necessary copies. The court order will then be resubmitted to the Watch Commander for review.