



Cambridge Police Department

Court Evidence Receipt Form

Incident Number: _____

Date: _____

Any Officer/Detective taking evidence to court is required to return the evidence to the property room as soon as court has adjourned. If the property room is closed, the evidence will be placed in an appropriate temporary locker outside of the property room. In the event a disposition is rendered by the court regarding the case/evidence or the item(s) is admitted into evidence the Officer/Detective will fill out the appropriate boxes and sign this form. The Officer/Detective will also have the form signed by the Judge, Assistant District Attorney or Trial Clerk hearing the case. The Officer/Detective will then return this form to the property room.

Court Action

Case dismissed, all property to be returned to: Owner Defendant Victim

Case dismissed, partial property to be returned to: Owner Defendant Victim

Specify property to be returned: _____

Case continued, partial property to be returned to: Owner Defendant Victim

Specify property to be returned: _____

Property entered into evidence, will be retained by the Court;

Specify property to be held; _____

Case continued; _____

The below listed items are authorized to be destroyed. Reason; _____

Specify Items; _____

Judge/ADA/Trial Clerk Name (Print) _____

Judge/ADA/Trial Clerk Signature _____

Remarks; _____

Officer/Detective checking out evidence must sign below upon returning this form;

Print Name; _____ Badge Number; _____

Signature; _____ Date; _____

*****Property/Evidence Section use*****

Date received _____

Print Name _____ Signature _____

