

## COURT TRANSPORT INSTRUCTIONS

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**To be provided by the Records Office:**

Inmate Name \_\_\_\_\_ ODOC # \_\_\_\_\_  
Last First

Court Date/Time \_\_\_\_\_

Proceedings/Case Number \_\_\_\_\_ County/Judge \_\_\_\_\_

**Other Detainers/Warrants/Holds in place:**

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☐ Inmate field file sent.

☐ No field file sent.

The transporting officer will call the facility record's office at ( ) after all proceedings and prior to releasing the inmate to notify the facility of the courts results and verify if the inmate may be released or must be returned to the facility due to other legal holds.

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**To be completed by Transporting Officer(s):**

If the inmate is released by the judge on the current case, the transporting officer will ensure the following before the inmate is released from ODOC custody:

\_\_\_\_\_ Obtain official release documents (i.e., Order of Release, court minute), certified when possible.

\_\_\_\_\_ Call the records officer or CCM IV and advise of inmate's disposition/release and receive permission to discharge the inmate or return to facility.

**Release confirmed by:**

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Name of Record's Officer or CCM IV contacted	Date	Time
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Name of Transporting Officer(s): \_\_\_\_\_

**If this inmate is discharged by the court, the following information is needed:**

<b>Forwarding Address</b> (If a PO Box, need the physical address; If a rural route #, need driving directions)	<b>Telephone Number:</b>	<b>Name and relationship of person with whom the inmate will be residing.</b>