

## Completing the Prelog Entry

Do not enter anything in the Prelog LIMS Case # box **unless** this is a subsequent submission. This will be the laboratory case number not your agency case number.

### Case Information Entry:

Fill in as much information as possible as it relates to your case:

- Enter Agency Name, Jurisdiction
- Enter Investigating Officer
- Enter agency case number, offense date, and offense
  - Please include letters (**SO202XXXXXX**)
  - Please be specific to the offense; if “other offense” is selected, the case will not be prioritized correctly upon submission to the labs.
- Enter Court Date, if known

### Evidence entry:

- Enter the agency item number (SO202XXXXXX-001)
- Enter evidence description
- Select analysis types (Controlled substances, Forensic Biology, etc.)
- Enter comments

### Statement of Facts:

The statement of facts should include information specific to the items in the case:

- Where was the item found?
- How does it relate to the crime?
- Are references available for comparison or elimination purposes?

- Can the item be attributed to a perpetrator?

Click "SUBMIT".

Print the page with the barcode and submit to Evidence and/or analysis labs.