



Date _____

Case Number _____

Case Name _____

1. How were the documents obtained?

_____ By consent (note any significant comments of the principal or third party witness and any unusual circumstances which occurred)?

_____ By legal process (describe).

2. What is the relationship between the documents and the person submitting them?

3. Were manual transcripts or facsimile copies made of any of the documents either in whole or in part?

_____ Yes _____ No

If Yes, list documents copied. Manner of reproduction

4. Have all copies been compared with the original documents and identified?

_____ Yes _____ No

If No, why not?

5. Were the original documents described herein under your control or supervision at all times prior to their return to the principal, third party witness, or representative?

_____ Yes _____ No

If No, set forth circumstances of any transfer in control.

Signature _____

Title _____

6. Did the principal, third party witness, or a representative request access to the documents during your custody?

_____ Yes _____ No

If Yes, who requested access and what action was taken?

Signature _____

Title _____
