

**SUPERIOR COURT OF THE DISTRICT OF COLUMBIA  
ADMINISTRATIVE ORDER 07-26**

**(CSOSA Submission of Pre-Sentence Reports through eDesignate)**

**WHEREAS**, the Superior Court participates in the prisoner designation process by delivering copies of the judgment and commitment orders to the United States Marshals Service; and

**WHEREAS**, the Court Services and Offender Supervision Agency electronically submits copies of pre-sentence reports to the court; and

**WHEREAS**, the prisoner designation process requires copies of both the judgment and commitment order and pre-sentence report; and

**WHEREAS**, the prisoner designation process becomes an electronic document sharing process on December 20, 2007, which will continue the current confidential document exchanges among the present agency recipients; and

**WHEREAS**, the Court Services and Offender Supervision Agency is required by applicable Federal and District of Columbia laws to protect the confidentiality of certain drug/alcohol treatment records, HIV/AIDS/cancer records, mental health information records, and records protected by the Federal Privacy Act which are maintained within its system of records;

**NOW, THEREFORE**, it is by the Court,

**ORDERED** that the Court Services and Offender Supervision Agency submit copies of the pre-sentence report electronically to the eDesignate process to assist in prisoner designation.

**SO ORDERED.**

**BY THE COURT**

Date: 12/17/07

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/s/  
Rufus G. King, III  
Chief Judge

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