

JOHN MOFFAT
CHIEF CIVIL DEPUTY

DAVE NEEDY
CHIEF CRIMINAL DEPUTY

K. GARL LONG
SENIOR DEPUTY

S. GENE WILLET
CORBIN VOLLUZ
THOMAS SEGUINE
DEPUTIES

BARBARA LEANDER
OFFICE SUPERVISOR

MICHAEL RICKERT
SKAGIT COUNTY PROSECUTING ATTORNEY
COURTHOUSE ANNEX - 605 S. 3rd St.
MOUNT VERNON, WASHINGTON 98273
(206) 336-9460 SCAN 554-9460



GRETCHEN PAQUE
VICTIM/WITNESS

CHERI KUNZMANN
PATERNITY DIVISION

June 22, 1990

Chief Rich Balem
Swinomish Tribal Police
1729 Reservation Rd.
P.O. Box 368
LaConner, WA. 98257


Dear Chief Balem:


This is to inform you of a new policy in the District Court Division of our office, and to request your agency's assistance. We would ask that any documents requested by our office include a face sheet and a copy of our report request be attached to the front of said document (copies attached). We will no longer accept documents without the request form attached. Any supplemental reports (i.e. ADR's, CCDR's, lab results, etc.) should be filed directly with the Court, unless of course we requested it. If our office is involved, the Court will forward this information to us.

We feel this change in procedure will eliminate many areas of duplication and assist us in processing your case more efficiently.

Thank you in advance for your cooperation. If you have any questions please feel free to contact our office.

Sincerely,


Linda Doan
Staff Assistant


Michele Valentine
Staff Assistant

Enclosures

cc: All law enforcement agency's

SKAGIT COUNTY PROSECUTING ATTORNEY

SKAGIT COUNTY COURTHOUSE ANNEX

Mount Vernon, Washington 98273

NOTICE OF CHARGING DECISION / FOLLOW-UP REQUEST

Police Agency: _____ Offense Date: _____

Officer: _____ Date of Referral _____

Agency Case No.: _____

Suspect (s) _____

CASE ACCEPTED

[] Case will be filed in Superior Court:

[] Case will be filed in District Court :

CASE NOT ACCEPTED

[] Case is being returned for filing in municipal court.

[] Case is being declined for non-evidentiary reasons.

[] Case is being returned because it is legally insufficient.

[] Case has been used as part of a plea package.

REQUEST FOR MORE INFORMATION

The following further investigation is being requested:

[] Must be completed before charges are filed.

[] Must be completed as soon as possible.

DO NOT DESTROY EVIDENCE

Discussion:

(Deputy) Prosecuting Attorney: _____ Date: _____