



Law – Claims
62-6406

**RECORD OF EVIDENCE
LAW – THIRD PARTY CLAIMS**

Date Issued _____

INSERT IN ENVELOPE ATTACHED TO EVIDENCE

THIS EVIDENCE TO BE RELEASED ONLY BY WRITTEN ORDER OF THE LAW DEPARTMENT

Date of incident: _____ Incident Report Number: _____

[Show IR Number on envelope securely attached to evidence]

Location of incident: _____

Contact information of damaged property owner or injured person:

First Name: _____ Last Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Evidence obtained by: _____

[Name of employee(s) who physically secured or removed evidence]

How was evidence obtained?: _____

[Removed from pole, ground, etc.]

Description of evidence: _____

[Dimensions – Type]

Identifying marks: _____

[Saw cuts, punch marks, etc.]

Made by whom?: _____ Crew Foreman: _____

Witnesses: _____ Claims Investigator: _____

Description of articles: _____

Received from: _____ By: _____ Date: _____

Purpose: _____

Location: _____ Signature: _____

Received from: _____ By: _____ Date: _____

Purpose: _____

Location: _____ Signature: _____