

A **chain of custody** is a record that shows the continuous whereabouts of evidence and who was responsible for its care and safekeeping. The chain of custody may become important if opposing parties make an accusation of evidence tampering.

Each transfer of documents becomes a link in the chain of custody. To record the transfers of evidence, prepare a receipt similar to this sample including the information from your case. Keep your signed chain of custody receipt as a permanent part of the case file.

CHAIN OF CUSTODY

RE: <Case Name or Client Name>

I, _____ <your name here> have received the following documents from _____ <name of sender of documents>:

Use this area to list and describe each document as fully as possible, including the following:

- Name of document(s), page number(s), and date(s)
- Size and type of paper
- Indicate if each document is an original or a copy (black and white or color copy)

By: _____
<Your signature as recipient of the above listed documents>

Printed Name: _____ Date: _____
<Your name here>