

# Milwaukee County District Attorney's Office

## Case Referral Checklist and Coversheet

Please include this document as the first sheet of your complete scanned case file.

**Last case submittal time is 2:00pm M-F and 10:00am Saturday/Saturday.  
No Warrants after 12:00pm on Friday afternoons.**

Defendant Name:	
Defendant DOB:	
Referral Type:	<input type="checkbox"/> In-Custody <input type="checkbox"/> Warrant <input type="checkbox"/> Summons <input type="checkbox"/> Order-In
Unit Presenting to:	<input type="checkbox"/> CPAU <input type="checkbox"/> SCU <input type="checkbox"/> DV <input type="checkbox"/> GC <input type="checkbox"/> VCU <input type="checkbox"/> TRAFFIC
Full Description of Charges:	
IR #(s):	
Referral Date:	
Scanned/Uploaded By Liaison Name:	
In-Person Charging Conference:	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN
Presenting Officer Name:	
Presenting Date/Time:	<input type="checkbox"/> AM <input type="checkbox"/> PM
Case parties ordered-in: (Victim/Witness)	Name: Date/Time:
Discovery Sent:	<input type="checkbox"/> E.com link shared with MilwEvidence

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|-------------------------------------|--------------------------|
| 1. DA Case Checklist and Coversheet | 7. Supp Report(s)        |
| 2. DA Worksheet                     | 8. Inventories           |
| 3. DA Checklist                     | 9. CAD                   |
| 4. Victim Witness Datasheets        | 10. LAP Forms            |
| 5. ADR                              | 11. Criminal History     |
| 6. Incident Report                  | 12. Other Case Documents |