


Case 1:18-cv-00885-RDB Document 4 Filed 03/27/18 Page 1 of 1
CIRCUIT COURT TRACKING NUMBER TRANSMITTAL FORM

ORIGINAL FILING 10-7010-00646-0	10-7010-00646-0	FLILING LOG 10-7010-00646-0	CIRCUIT COURT FOR Frederick	
DEFENDANT'S NAME (LAST, FIRST, MI.) DIXON, RONALD, E.		CASE NUMBER	TRACKING NUMBER - CRCR 10-7010-00646-0 	
INSTRUCTIONS TO STATE'S ATTORNEY <i>(USE ONLY FOR CASES ORIGINATING IN THE CIRCUIT COURT BY THE STATE'S ATTORNEY)</i>				
1. ENTER defendant's name, the circuit court, court identification number, and case number. 2. AFFIX the tracking number label marked "Original Filing" to the indictment or information (See Note). 3. TRANSMIT this form to the Clerk of the Court attached to the indictment or information. 4. RETAIN copy of transmittal form(s) in case file.				
NOTE: When a multiple indictment or information is filed against a defendant that arises from a single incident, a single form and its unique tracking number should be used. Also, use a separate form for each defendant in a multiple defendant indictment or information and affix labels so they are identified with each co-defendant. However, when a multiple indictment or information is filed against a defendant for separate incidents, a separate form and its unique tracking number should be used for each incident.				
10-7010-00646-0	10-7010-00646-0	10-7010-00646-0	10-7010-00646-0	10-7010-00646-0

INSTRUCTIONS TO CLERK ON RECEIPT OF FORM
(RETAIN FORM WITH CASE FILE)

1. INITIAL FILING
 - a. VERIFY entry of court identification number and case number.
 - b. AFFIX label(s) marked "Filing Log" to the Daily Case Filing Log sent to Judicial Information Systems or, if reporting is automated, ENTER number in field used for Tracking Number.
2. ISSUANCE OF A WARRANT
 - a. If warrant issues, REMOVE strip that includes label marked "Tracking Number - CRCR."
 - b. AFFIX strip to top of the front of fingerprint card supplied by the CJIS Customer Services (410-764-4501 or 1-888-795-0011).
 - c. GIVE warrant, card, and charging document to law enforcement agency serving warrant.
 NOTE: With a multiple indictment or information originating from separate incidents against the same defendant, AFFIX strip with lowest number in sequence on the top of the front of each card. AFFIX additional strips from other forms to front of card in blocks labeled Arrest #2 and Arrest #3.
3. ISSUANCE OF A SUMMONS
 If summons issues, merely PLACE form in case file after affixing label as in 1b. NOTE: If defendant is also fingerprinted upon the service of a summons, follow Paragraph 2.
4. AT SENTENCING-NO PREVIOUS FINGERPRINTING; AFFIXING LABEL(S) TO COMMITMENT AND/OR ORDER FOR PROBATION
 - a. COURT ORDERED FINGERPRINTING - If defendant pleads guilty or nolo contendere, or is found guilty and fingerprinting is ordered pursuant to Article 27, Section 747 A, REMOVE the strip that includes the label marked "Tracking Number - CRCR" and AFFIX it to the fingerprint card. PREPARE an order for fingerprinting and GIVE copy of order and card to law enforcement agency designated to fingerprint. AFFIX label(s) to copy of commitment sent to local facility.
 - b. COMMITMENT TO DIVISION OF CORRECTION - Do not prepare court order. AFFIX strip(s) to fingerprint card and send with commitment. But if strip(s) has/have been used, use label(s) and AFFIX to card sent to Division. Also AFFIX label(s) to copy of commitment sent to Division.
 - c. PROBATION - AFFIX label(s) to copy of Order for Probation given to agent. If split sentence use additional label(s).

Exhibit C
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