

REQUEST FOR DISCOVERY



BYRON M. TRAPP
SHERIFF

125 E. 8th Ave.
Eugene, OR 97401
Attn: Records

Defendant Name: _____
Mailing Address: _____

Phone Number: _____

Court Date _____

Summons/Citation Number _____

Prior to processing your written request for discovery, this office requires payment in advance of \$20.00 per request (for pick up) or \$23.00 and a self addressed stamped envelope (for certified mail). This fee covers the citation front and back, and the report or CAD log. Additional charges apply to any other material requested. Please allow a minimum of 14 days to process from the date request is received.

Signature: _____

Date of request: _____

*For Office Use Only

No Fee Received. Letter created and mailed.

_____ Date Fee Received
Time Stamp

- Certified Mail fee received
- Request to be picked up by _____

Receipt Created

Copies made

- Deputy
- Defendant
- File

_____ Reverse Discovery/Discovery Handout given
Time Stamp

Handout and Discovery mailed certified to defendant, if applicable

Notes: _____



Lane County Sheriff's Office
Administrative Division – Records Unit

General Fee Schedule

~ Revised January 1, 2018 ~

1. Copies of Police Incident / Accident / CAD Reports
 - a. 1-24 Pages – Each report fee includes \$10 non-refundable search fee and any staff research/redaction and retrieval time of up to 30 minutes. After 30 minutes, hourly redaction rates apply..... \$20.00
 - i. Additional charge for archived retrieval (off-site) :..... \$10.00
 - b. 25-49 Pages – Each report fee includes \$10 non-refundable search fee and any staff research/redaction and retrieval time of up to 30 minutes. After 30 minutes, hourly redaction rates apply..... \$30.00
 - i. Additional charge for archived retrieval (off-site) \$10.00
 - c. 50-100 Pages – Each report fee includes \$10 non-refundable search fee and any staff research/redaction and retrieval time of up to 30 minutes. After 30 minutes, hourly redaction rates apply..... \$50.00
 - i. Additional charge for archived retrieval (off-site) \$10.00
 - d. Over 100 pages – additional copy rate applies
2. Copy of archived report stored off site duplicated from microfiche/film original..... \$30.00*
3. Criminal History Check for citizens (SO records only)..... \$15.00
4. Copy of police incident/accident report which requires research, redaction \$40.00/hr, 1 hour minimum*
5. Supervised inspection of police incident/accident report..... \$40.00/hr, 1 hour minimum
6. Copy of Dispatch Center recording..... \$45.00/hr, 1 hour minimum
7. Customized computer report \$40.00/hr, 1 hour minimum*
8. Public Records Requests involving research of policies, procedures and General Orders \$40.00/hr, 1 hour minimum*
9. Certifying a copy \$ 5.00*
10. Request for Discovery \$20.00; plus \$3 if mailed#
11. Subrogation Letter Fee \$ 8.00
12. Taser Activation Video on CD \$40.00/hr, 1 hour minimum*
13. Special Research Requests Records supervisor will coordinate and prepared estimate
14. Evidence Photo CD/ Electronic MediaCD Mailing/Postage Costs, plus \$45.00/hr; 1 hour minimum
15. Impounded Vehicle Administrative Fee..... \$120.00
16. Returned Check Charge..... \$35.00

* If additional copy charges apply / 25 cents per page.

Includes Police Report, and front and back of Citation only. If additional information is needed, all other applicable fees will apply.