

ADMINISTRATIVE OFFICE
of
FAYETTE COUNTY COURTS
FOURTEENTH JUDICIAL DISTRICT

61 East Main Street, Uniontown, Pennsylvania 15401-3514

(724) 430-1230 Fax (724) 430-1001

Karen M. Kuhn
District Court Administrator

Tammy Lambie
Deputy Court Administrator

To: Jack R. Heneks, Jr., District Attorney
Jeffrey Whiteko, Public Defender
Private Criminal Defense Attorneys

From: Karen M. Kuhn, District Court Administrator

Re: Transports of SCI or Out of County Prison Defendants

Date: January 16, 2013

The Administrative Office of Fayette County Courts has the responsibility of preparing Transport Orders to return inmates housed in State Correctional Institutions (SCI) or out-of-county prisons for scheduled events in Fayette County criminal cases.

The process is frustrating and time consuming because of a number of shortfalls including, untimely requests, incomplete information or the location of the defendant is different than that provided. In order to simplify matters and ensure that defendants are returned to Fayette County in a timely fashion, we need your assistance.

Attached is a Transport Order Information Form. This form contains the necessary information that my office needs to generate transport orders for defendants that are to be returned. Please make copies of this form for your use.

Whenever you receive information that a defendant has a scheduled criminal court event and is incarcerated in a SCI or out of county prison, please fill out the form as soon as possible and forward it to my office. Blank forms will be available in my office, the District Attorney's Office and the Public Defender's Office.

Should you have any questions, please contact my office.

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TRANSPORT ORDER INFORMATION FORM

Name of Inmate: _____

Social Security #: _____

DOB: _____

Case No(s) : _____

Facility: _____

SCI Inmate No.: _____

Reason for transport: _____

Date of court event: _____

ADDITIONAL COMMENTS/INFORMATION: _____

Requested By: _____ Date: _____

Telephone: _____

Date entered in CPCMS: _____ Staff Initials: _____