

### Request for Additional Sentencing Information

Date: \_\_\_\_\_

Dear Sheriff/Court Clerk:

The document(s) for the below listed inmate that were forwarded to the Oklahoma Department of Corrections are being returned to you for the following reason(s). As this will cause a delay in scheduling the inmate into state custody, please provide an amended document as soon as possible.

Inmate Name: \_\_\_\_\_ Sentencing County: \_\_\_\_\_

Case Number(s): \_\_\_\_\_

The following information is missing from the required sentencing documents:

- Judgment and Sentencing not signed by judge
- Plea paperwork not signed by the judge
- Summary of Facts on Plea not signed by the judge
- Sentencing after Jury Trial Summary of Facts not signed by the sentencing judge
- Name of Defendant
- Notice of Judgment and Sentence missing date of birth
- Case Number
- Name of Sentencing Judge
- Crime(s) for which the defendant was convicted
- Sentence(s) imposed
- Other:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Thank you for your cooperation.

\_\_\_\_\_  
Facility Classification Staff Person