

### 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
- \_\_\_ Notice of Judgment and Sentence not signed by judge or court clerk
- \_\_\_ 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:

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Thank you for your cooperation.

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Classification and Population Staff Person