



WISCONSIN STATE CRIME LABORATORIES

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WSCL Discovery Packet Request Guidelines Effective 11/01/2024

The Wisconsin State Crime Laboratories (WSCL) works to provide quality forensic results to assist agencies throughout Wisconsin. To be both as effective and efficient as possible, we have the following guidelines for all discovery requests.

This criminal discovery packet is prepared and provided pursuant to the requirements set forth under Wisconsin Statutes §§ 971.23 and 972.11, which mandate the disclosure of certain evidence and information to the defense to ensure a fair trial. The WSCL abides by Wisconsin Statutes §§ 165.79 and 971.23(1)(e). Thus, evidence, information, and analysis of evidence is privileged to the submitting agency.

TIMELINESS REQUIREMENTS

Discovery requests are thoroughly reviewed for completeness and verified to confirm that the Wisconsin State Crime Laboratory (WSCL) has indeed worked on the case. WSCL strives to complete discovery requests "as soon as practicable" and no later than the pretrial conference or a date set by the court so long as proper notification from the requestor has occurred. In general, WSCL needs 30 days' notice to complete this task. WSCL **requires communication from the requesting attorney(s)** on dates regarding pretrial conferences or court dates.

DOCUMENTS INCLUDED IN A WSCL DISCOVERY PACKET

Document
Examination Notes and Test Results*, including Quality Control Data
The Confidential Report(s) of Laboratory Findings
Technical Review Checklist(s)
Case-related Communication(s)
Chain of Custody Report(s)
Transmittal(s) and Receipt(s)
Evidence Disposition Release Form(s)
Delivery Service Tracking Form(s)
Any case related applicable quality documents (i.e. incidents, risk assessments or deviations)
Statement of Qualifications of the Reporting Analyst/Examiner

*May include raw data

The objective of the WSCL discovery packet is to provide the parties in court with comprehensive access to the evidence collected and analyzed in the case, enabling all parties to prepare for any court actions. Written discovery requests are preferred. If you have a request or questions related to a discovery packet please contact:

Madison Crime Laboratory Bureau: wicrimelabmadison@doj.state.wi.us.
Milwaukee Crime Laboratory Bureau: millabdiscovery@doj.state.wi.us.
Wausau Crime Laboratory Bureau: clbwausau@doj.state.wi.us.

Any questions concerning these guidelines should be directed to:

Nicole Roehm
WI Division of Forensic Sciences Administrator
(414) 216-8769
Nicole.Roehm@wisdoj.gov

Thank you for your cooperation in helping the WSCL provide consistent, quality service to agencies throughout Wisconsin. We look forward to working with you.