

TrueAllele® Case Submission Instructions

Please complete the TrueAllele Case Submission Form when sending DNA evidence to Cybergenetics for TrueAllele processing. Fill in as much information as possible. Please enter your information directly into the electronic form. Use additional sheets, as needed.

Please indicate the date of case submission in the top right corner.

1. Case Name

Please provide your case's identifiers, such as the lab and agency case numbers. These identifiers can be found in lab and police reports.

These identifiers allow Cybergenetics to cross reference our case identifier with yours.

2. Contacts

Please provide the contact information for the people affiliated with the case materials. These people include the lab person who generated the data, the investigators, and any attorneys litigating the case. Indicate which people are to receive the TrueAllele results.

This information allows Cybergenetics to contact people should additional information be needed, and to send results to the people expecting them.

3. Criminal Offense and Case Context

Please list the criminal offense and give a brief description of your case.

This case context helps show how the evidence items are related to the case.

4. Forensic Question

Please provide the questions you want the TrueAllele computer to answer about your evidence. These questions can range from the generic ("Whose DNA is in the evidence?") to the more specific ("Is Mr. Smith's DNA found on the gun trigger?").

Providing these ensures that the TrueAllele results answer your questions.

5. *Case Reports*

Please list the file name and a brief description of any reports and documentation you are sending with your evidence.

6. *Timeframe*

Let us know if your case has any deadlines, such as discovery or a trial date.

7. *Additional Information*

Use this area to provide any additional information that may be helpful.

8. *Items Table*

Please list each submitted DNA item on a separate line.

Provide the item's identifying names and numbers, and describe the item. This information is in the laboratory's DNA reports, and may be termed "item," "exhibit," "sample," "agency" or some other label. Cybergenetics needs this information to locate and process your DNA data, and report on the results.

Evidence items are those collected from a crime scene. They are often mixtures of two or more people. Please provide helpful information about the evidence, such as the owner, wearer, location found, etc.

Reference items are DNA profiles collected from known individuals. Where applicable, please complete the two rightmost reference columns, Role and Relation. For Role, specify how the person relates to the case, such as victim, complainant, suspect, defendant, etc. For Relation, specify how people are biologically related, such as the victim's mother, or a suspect's brother. Also indicate a spouse relation, which shows the parents of biological children.

If more space is needed, please use an additional Items page.

9. *Submit Form*

Save your completed electronic submission form. Email the file, along with your data, to Cybergenetics at data@cybgen.com. If you have any questions, please contact Cybergenetics at 412.683.3004.

10. Checklist

Important: Before sending to Cybergenetics, please review the form and verify that you:

- Listed case identifiers in section 1.
- Provided contact information in section 2.
- Indicated your forensic question in section 4.
- Completed the table (page 3) in section 8.