

Using This Revisable Form

1. Copies
 - a. Original – to court.
 - b. First copy – to defendant.
 - c. Second copy – to the attorney for
2. Prepared by representative of the law enforcement agency that conducted the computer forensic analysis and that is requesting that the defendant be ordered to pay the cost of such analysis.
3. Attachments – none.
4. Preparation details

If applicable, this form should be submitted to the court by the law enforcement agency upon the defendant being found guilty of a charge in which computer forensic analysis revealed evidence used at the trial of the defendant.

**MOTION AND AFFIDAVIT REQUESTING COSTS
FOR COMPUTER FORENSIC ANALYSIS**

Commonwealth of Virginia VA. CODE §§ 16.1-69.48:1.02; 17.1-275.11:1

Case No. **1**

2

TRIAL HEARING DATE AND TIME

General District Court Circuit Court
 Juvenile and Domestic Relations District Court

3
CITY OR COUNTY

4
COURT ADDRESS

Commonwealth of Virginia **6** v. **5**
DEFENDANT

7
LOCALITY

I, **8** of **9**
LAW-ENFORCEMENT AGENCY REPRESENTATIVE AGENCY AND JURISDICTION

hereby move that this court order the defendant to pay costs in an amount equal to the actual cost of the computer forensic analysis, not to exceed \$100 for each computer analyzed, upon a finding of guilty of a charge in which computer forensic analysis revealed evidence used at the trial of the defendant. In support of the motion, I state under oath as follows:

1. Computer forensic analysis was conducted by **10**
LAW-ENFORCEMENT AGENCY
on **11** computers for purposes of the above-referenced matter.
NUMBER OF COMPUTERS ANALYZED

2. The costs for computer forensic analysis requested by the law-enforcement agency is as follows (list actual cost for each computer):
12
ACTUAL COST

13
DATE

14
SIGNATURE OF LAW-ENFORCEMENT AGENCY REPRESENTATIVE

Subscribed and sworn to before me this day.

15
DATE

16
 JUDGE CLERK

FOR NOTARY PUBLIC'S USE ONLY: 17
State of City County of
Acknowledged, subscribed and sworn to before me this day of, 20
by
.....
DATE
NOTARY PUBLIC
Notary Registration No. (My commission expires)

Data Elements

1. Court case number.
2. Date and time of trial hearing.
3. Name of court. Check appropriate box to indicate type of court.
4. Address of court named in Data Element No. 3.
5. Name of defendant.
6. Check applicable box.
7. Name of locality, if applicable.
8. Name of law-enforcement agency representative.
9. Name of agency and jurisdiction of law-enforcement agency representative named in Data Element No. 8.
10. Name of law-enforcement agency that conducted computer forensic analysis.
11. Number of computers on which computer forensic analysis was conducted.
12. List actual cost for each computer on which computer forensic analysis was conducted.
13. Date signed by law-enforcement agency representative.
14. Signature of law-enforcement agency representative.
15. Date subscribed and sworn to before judicial official.
16. Signature of judicial official. Check box below signature line to indicate title.
17. If acknowledgment taken by notary public, all enclosed fields must be completed, including notary's registration number and commission expiration date.