



North Carolina Department of Public Safety

Adult Correction

Pat McCrory, Governor
Kieran J. Shanahan, Secretary

W. David Guice, Commissioner of Correction
Michael R. Tart, Section Chief, Combined Records

(Today's Date)

CLERK OF SUPERIOR COURT
HAPPY COUNTY
HAPPY NC 12345

Re (*defendant name*):

Docket Number(s):

North Carolina General Statutes, §§148-74 & -76, require Combined Records to maintain combined case records for inmates. Combined Records has received the judgment and commitment form(s) for the docket number(s) shown above and is seeking clarification. Please check your minutes and file documents concerning the item(s) marked below, to determine whether or not the form(s) accurately reflects the judgment entered by the court.

- Judgment is missing the () judge's signature () certifying clerk's signature () clerk's seal.
- Judgment omits the defendant's () prior record points and/or () Prior Record Level.
- () Offense Class () General Statute Number () Offense Date appear(s) incorrect. **Explanation provided below.**
- Minimum sentence appears to be outside the permissible range for the Class/Prior Record Level/Disposition marked.
- Maximum sentence does not correspond to the minimum sentence imposed.
- The following information is missing or appears to be incorrect on the commitment upon revocation of probation:
() Date of Judgment Suspending Sentence () Name of Original Sentencing Judge () Name of County of Origin.
If incorrect, explanation provided below.
- Court Findings No. _____ appears to have been left un-marked in error. **Explanation provided below.**
- Please provide original Judgment Suspending Sentence that imposed the unsupervised probation from which defendant has been revoked/committed.
- The judgment incorporates the following attachment(s) that were not provided. Please submit.
() AOC-CR-605 () AOC-CR-611 () AOC-CR-612 () AOC-CR-615 () AOC-CR-618 () Other: _____.
- Jail credit appears incorrect. **Explanation provided below.**
- The Work Release box on the commitment is checked, but no subsequent block has been checked indicating whether Work Release "should" or "should not" be granted. Please amend or advise.
- Other:

Further explanation:

Thank you for your kind attention to the matter(s) shown above. Please send a copy of this letter back with your response. If you are unable to provide clarification from your records, please forward this request to the parties for resolution.

(Initials)

CLERK'S RESPONSE

- The item(s) marked above was clerical error, only. A corrected judgment and/or incorporated attachment(s) is enclosed.
- The form(s) provided accurately reflects the judgment(s) entered by the court; the clerk's office may not alter or amend the judgment for the item(s) above. A copy of this request and response has been forwarded to both the District Attorney and the () pro se defendant () defendant's trial counsel.
- Other (*e.g.*, if more clarification of the request is needed):

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4226 Mail Service Center
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