**Sample Report Transmittal**

**to the Legal Advisor or Judge**

*(Each report should be sent to the jury’s legal advisor for review just before the exit interview. After making any needed revisions and getting supermajority approval by the full grand jury, the jury then sends the report to the judge for final approval. This transmittal form can be modified and used for sending to either person. When completed and returned, it confirms that the legal advisor has reviewed the report or the judge has reviewed and approved the report. This form may be downloaded from our website,* [www.cgja.org](http://www.cgja.org), *under Jury Resources/Sample Documents.)*

[date]

TO: [attorney’s name and title], [name of office) *or* Judge [name], [county] Superior Court

FROM: [name], Foreperson, [name] County Grand Jury

RE: Grand Jury Report – [title of report]

Enclosed for your review is a copy of the subject report, which has been approved by a supermajority of the grand jury.

After you have completed your review, please initial the appropriate box below and return the report and this cover sheet with your approval and/or comments. If you have any questions, please contact me at [phone number].

Thank you.

 Enclosure: (Name of Report)

*(If for county counsel or DA review):*

 \_\_\_\_\_ I have reviewed this report for liability and for compliance with statutory authority

 \_\_\_\_\_ Please see comments attached

*(If for judicial review):*

 \_\_\_\_\_ I approve the report for release as submitted

 \_\_\_\_\_ I do not approve the report for release (see comments attached)