

RECEIPT OF JUDICIAL EQUIPMENT

JD-ES-298 Rev. 9-19

Instructions

Use this form to document issuance and receipt of Judicial Branch equipment assigned to individuals.

Print Name, Title and Employee ID # or Judge's ID #	Work Address and Other Optional Contact Information
Assignee:	

Received By

I, the assignee, agree to assume responsibility for the safekeeping of the equipment listed below and will, at least twice a year, present this equipment to Judicial staff for inventory purposes.

Judicial Tag	Serial Number	Manufacturer, Model and Description	Assignee Signature and Date

Authorized By

Print Name and Title of Current Authorizer	Authorizer Signature and ID Number	Date
Office/Unit	Authorizer Address and Town	
If Applicable, Print Name and Title of Subsequent (New) Office/Unit Authorizer*	New Authorizer Signature and ID Number	Date

Inspection Date	Tag Number	Condition	Name of Supervisor (Inspector)	Supervisor (Inspector) Signature and ID Number

Equipment Returned By Named Assignee

Date	Tag Number	Condition	Assignee Signature and ID Number	Authorized Receipt Signature

Inspections

* Note: A *Transfer of Judicial Branch Property*, form JD-ES-128, or its electronic equivalent, must be completed to move equipment to a subsequent (new) supervisor.