

Forensic Report Writing

The following essential details should be included:

1. The laboratory case and the report numbers.
2. Case references (the FIR No. and the Letter No. with date)
3. Date and mode of the receipt
4. The description of the packages (with their content); their number, identification marks on them, seals and the signatures and whether the seals were intact or not and whether they tallied with the specimen seal (s) sent to him.
5. The description of the exhibits, identification marks, signatures or the initials, etc.
6. The questionnaire (in brief)
7. Dates on which the examination is commenced and ~~sign~~ completed.
8. The number and nature of the test-exhibits prepared.
9. The experiments carried out, the observations made and the conclusions drawn.
10. The name of the examiner, his qualifications and his designation.
11. Mode of dispatch of reports and exhibits.

Considerations to be done :

- Wording / language of the inference should be standardized.

The expert should use layman terms rather than technical terms. If technical terms are to be used, they are explained carefully.

- The report submitted by the expert should be concise, precise, methodical and intelligible.

- The conclusion is displayed prominently; it is either in bold or in italic script, underlined or typed in capitals.

- Reports should include experimental data, photographs, illustrations and sketches whenever possible and necessary.

- The conclusion forms the most important part of the reports. They can be :

- > definite positive or negative conclusions
- > Probable (indefinite) positive or negative conclusions

- > No conclusions.

- A definite report should be given only when sufficient evidence is discovered for the linkage or de-linkage.
- The importance of probable or indefinite report varies from one report to another.
 - Such reports can be inconclusive technically, but the evidence may be perfunctory and the data hardly acceptable.
 - The court can only ascertain the value of an inconclusive report.

FORMAT OF REPORT

1. Introduction (Title Page) →
 - Case Name
 - Date
 - Examinee name
 - Examiner's name with degree
 - License number
 - Contact Information
2. Summary of the report → Especially for longer reports, this allows the reader to get the ~~edge~~ view about findings.
3. Instruments → list of instruments and systems with model and version information.
4. Results → For better understanding, report should be explained with illustrations.
5. Time → Start time and end time of the test
6. Remarks → to be mentioned, if any.
7. Conclusion → highlights the important issues.
8. Opinion → Based on the basis of the test results.

9. Signature : Examiner's signature with date, place and official stamp.