

# Kane County Local Rule

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## **ARTICLE 20: FELONIES**

### **20.00 PROCEDURE FOR DISCLOSURE AND FILING OF PRE-SENTENCE REPORTS**

- (a) A copy of the pre-sentence report shall be sealed and filed in the court file. The envelope containing the pre-sentence report shall be marked “Pre-Sentence Report,” case number and title.
- (b) If there is no attorney of record, the Probation Department shall notify defendant that a copy of the Pre-Sentence Report is available at the Probation Department.
- (c) All copies of the Pre-Sentence Report that have been distributed shall be retained by the party to whom they are tendered.
- (d) The Probation Department shall prepare a courtesy copy of the Pre-Sentence Report and all addendums for the personal use of the sentencing judge; courtesy copy shall be destroyed upon entering the sentence.