

Overview of the file request form with explanations of the fields to be filled in.

The image shows a screenshot of a web form titled "Saisie d'une demande" (Filing a request) from the "Laboratoire de sciences judiciaires et de médecine légale Québec". The form is divided into several sections: "Évènement", "Natures", "Résumé", and "Victimes".

Évènement (Event) section:

- No du dossier organisme:** A text input field with a red asterisk. A button labeled "Obtenir info. demande" is next to it.
- Date et heure:** A date and time selector with a red asterisk. The date is set to 22 février 2007, and the time is 00:00.
- Localisation:** A text input field with a red asterisk.

Natures (Nature) section:

- Nature:** A drop-down menu with a red asterisk.
- Article de loi:** A text input field.

Résumé (Summary) section:

- Résumé:** A large text area for a brief description of the event.

Victimes (Victims) section:

- Prénom:** A text input field with a red asterisk.
- Nom / Entreprise:** A text input field with a red asterisk.
- Véhicule (marque, année, couleur):** A text input field with a red asterisk.
- Cette victime est une entreprise.

Callout boxes:

- File Number:** Enter the event number or its file number established by the organization. The button "Obtenir info demande" allows you to display the information of a request already entered.
- Date and time:** Indicate the most exact date and time of the event.
- Location:** Specify the location where the event occurred.
- Nature:** Choose the nature(s) of the event from the drop-down list (theft, hit and run, homicide, etc.). The drop-down list is just in French for now.
- Criminal Code Section:** Indicate the criminal code section. This information is not mandatory, but is strongly recommended for Biology files: this information may speed up the processing of your request (e.g. 272.(1) b).
- Summary:** Provide a brief description of the event.
- Victim's first and last name:** Indicate the complainant's or victim's first and last name. If applicable, enter the name of the company in one of the 2 boxes and check the box "Cette victime est une entreprise". In the case of a hit and run or vehicle incident, indicate the make, year and color of the victim's vehicle.
- Asterisk:** * : You must fill in the fields marked with a red asterisk.

Suspects

Prénom	Nom / Entreprise	Véhicule (marque, année, couleur)
<input type="text"/>	<input type="text"/>	<input type="text"/>

Ce suspect est une entreprise

Suspect's first and last name: Indicate the first and last name or aliases of the accused or suspect when known. In the case of a hit and run or vehicle event, list the make, year and color of the suspect vehicle when known.

Intervenants

Créateur
GDE605 TS605

Responsable de la demande

Organisme

Votre organisme

Tous les organismes

Nouvel organisme

Code utilisateur

Prénom

Nom

Fonction

Téléphone
 Poste:

Courriel

"Votre organisme"/ Your organization: This box is checked by default and the organization to which you are normally attached is displayed. If you are required to work in another agency, **select it from the drop-down list.**

"Tous les organismes"/ All the organizations: If the request is for an organization other than the one(s) presented in "Votre organisme", check the box "Tous les organismes", choose the type of organization and then the organization from the drop-down lists.

"Nouvel organisme"/ New Organization: If you cannot find the organization in "Tous les organismes", check the "Nouvel organisme" box and enter the name of the organization.

Enquêteur chargé du dossier

Même que responsable

Pièces

*No de pièce	*Type d'objet	Précision
<input type="text"/>	<input type="text"/>	<input type="text"/>

User Code: If the person in charge is someone other than you, enter their user code. Click on "Obtenir info utilisateur" to display the information. If you do not have the user code, enter the requested information.

Note: If "Votre organisme" is checked, select the user code from the drop-down list.

Item: Enter the item number, e.g. G-45789

Object type: Select the object type from the drop-down list. The drop-down list is just in French for now.

Precision: Enter the type of expertise requested for the part or any other relevant information.