

Lake County Sheriff's Office

Court Services Bureau

INMATE TRANSPORT PROCEDURE

1. PRIVATE ATTORNEYS

Please submit your request for transport no later than 2:30 pm the day prior to the actual court hearing using one of the following methods. In addition to emailing the transport request to the email below, please email the deputy assigned to the judge, if you have that information.

A. EMAIL: CourtServicesControl@lcsso.org

B. FAX: 352-742-4334

2. PUBLIC DEFENDER

Please submit your request for transport no later than 2:30 pm the day prior to the actual court hearing, using one of the following methods. In addition to emailing the transport request to the email below, please email the deputy assigned to the judge.

A. EMAIL: CourtServicesControl@lcsso.org

B. FAX: 352-742-4334

3. REQUIRED INFORMATION

Please include the following information in your transport request.

A. NAME

B. DATE OF BIRTH

C. SEX

D. JUDGE

E. TIME AND DATE OF HEARING

F. TYPE OF HEARING