

Criminal Duty Matters Electronic Filing Pilot Project

**(For Authorized Filers Within The
United States Attorney's Office)**

USER MANUAL



**United States District Court
Central District of California
March 20, 2017**

Criminal Duty Matters Electronic Filing Pilot Project (USAO)

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Criminal Duty Matters Electronic Filing Pilot Project (USAO)

I. GENERAL INFORMATION

A) SCOPE OF PILOT PROJECT

Effective March 20, 2017, as part of a pilot project established by General Order No. 17-02, the Court will require that certain types of criminal duty matters¹ be filed electronically in the Court's Case Management/Electronic Case Filing ("CM/ECF") System. All documents filed by the United States Attorney's Office ("USAO") in criminal duty matters initiated by the filing of an application for one or more of the following must be filed electronically:

- Search/Seizure Warrant;
- Pen Register and/or Trap and Trace Device; and
- Order Under 18 U.S.C. § 2703(d).

To comply with this requirement, filers in the USAO who may need to file one of these duty matters must be given special access permissions in CM/ECF by court staff. The names of such filers will be obtained in connection with the initial training sessions in March 2017. Filers not included in the initial training who need to be granted access at a later date must contact the Clerk's Office.

B) CREATING THE DOCKET FOR A NEW CRIMINAL DUTY MATTER

Filing a new duty matter electronically consists of two steps. You must complete BOTH STEPS: (1) Open the case by providing sufficient information about the case for CM/ECF to create a docket; AND (2) file your Application. If you complete step (1) but do not complete step (2), your case will be administratively closed. Detailed instructions for each of these steps are included in this Manual.²

¹ For purposes of this manual, "criminal duty matters" are matters that are related to an investigation and that require court action prior to the commencement of an actual criminal case by the filing of an indictment, information, or complaint. For administrative purposes, however, such matters are nonetheless assigned a "case" number, have a "case" docket, and will sometimes be referred to herein as "cases." The number assigned to these "cases" is in the following format: 2:16-MJ-12345, and they are sometimes referred to as "MJ cases."

² In using CM/ECF to open your case electronically, please understand that CM/ECF was originally optimized for internal court use; allowing attorneys to open cases electronically requires that attorneys be given access to parts of the program not initially set up for use by the public. This means that some drop-down menus may contain choices that will never be applicable to you in opening a case and that some fields are for internal use only, and should be left blank by you during the case opening process.

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As explained in more detail in Section II.C, below, you will create the docket using a GENERIC NAME, such as “US v. Search Warrant.” For a short time, the caption of the case will be publicly viewable on CM/ECF. (No other information will be public; all documents filed in the case will be automatically sealed by the system upon filing.) It is therefore very important that you use only the generic names provided in Section II.C.

You will receive a case number (e.g., 2:16-MJ-12345) during the case opening process. Immediately after creating the docket for a new criminal duty matter, add this case number to the caption of all your documents, and immediately file your Application as the first document in the new MJ case.

C) AFTER OPENING A NEW CRIMINAL DUTY MATTER

The filing of an Application will send a Notice of Electronic Filing (“NEF”) to the Court’s Criminal Intake department. Court staff will then seal the case, modify the case caption (if applicable) and grant access to the Assistant United States Attorney (“AUSA”) who filed the Application. Thereafter, the case, including the caption, will not be visible to anyone outside the court except the assigned AUSA. Granting access will allow the assigned AUSA to view and docket subsequent documents on the case.

After filing an Application, you must immediately send an email to the chambers email address for the appropriate Duty Magistrate Judge (“Duty MJ”). The notice email must include the following information:

- notice that an Application has been filed and its case number;
- contact information for the responsible agent (if applicable) and the AUSA who filed the Application;
- a Word or Word Perfect copy of the Proposed Warrant or Order;
- if applicable, a Word or Word Perfect copy of the Proposed Order to Seal.

If you fail to email notice to the duty judge promptly after filing the Application, the Application may not be considered.

The subject line of the email must include the generic name, case number, title, and date filed, as follows: **USA v. Search Warrant - 2:17-mj-00023 - Application for a Search Warrant filed on 3/20/2017.**

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D) ASSISTANCE AVAILABLE

After reading this Manual, please contact the CM/ECF Help Desk at (213) 894-0242 if you have any questions or need any assistance. The Help Desk is staffed Monday to Friday, 8:00 a.m. to 5:00 p.m. (Pacific Time).

II. INSTRUCTIONS FOR OPENING A CRIMINAL DUTY MATTER CASE

A) BEGINNING THE CASE OPENING PROCESS

Log in to CM/ECF. Click “Criminal” on the [blue](#) menu bar at the top of the CM/ECF screen; this will take you to the “Criminal Events” screen. On the “Criminal Events” screen (Figure 1), under the “AUSA - Criminal Duty Matters” category, select “[Open a Criminal Case.](#)”

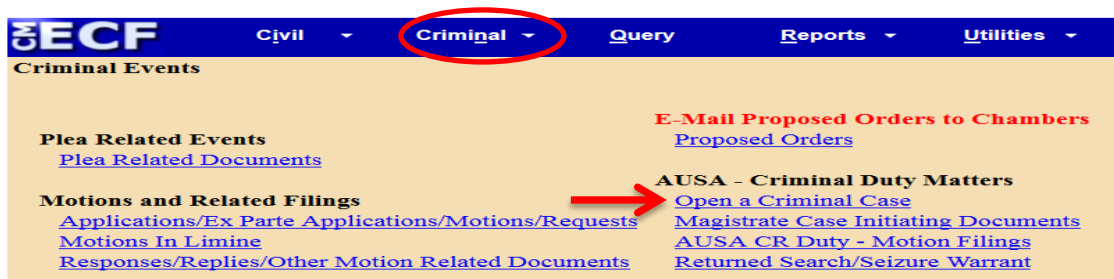


Figure 1

You should then see the “Welcome” screen (Figure 2). Click “NEXT.”



Figure 2

Criminal Duty Matters Electronic Filing Pilot Project (USAO)

B) SELECTING THE DIVISIONAL OFFICE AND CASE TYPE

On the following screen (Figure 3), review the information provided and click “Next”:

ECF Civil Criminal Query Reports Utilities Search Logout

Open Criminal Case

On the next screen you will be prompted to select values for the **Office**, **Case type** and **County** fields.

For the **Office** field, select the appropriate Central District of California office division. The office code coincides with the location of the AUSA filer, e.g., if the AUSA is located in the Western Division USAO, office code **Western Division - Los Angeles** should be selected, if the AUSA is located in the Eastern Division USAO, office code **Eastern Division - Riverside** should be selected, if the AUSA is located in the Southern Division USAO, office code **Southern Division - Santa Ana** should be selected.

Leave **Other court name** and **Other court number** fields blank.

Figure 3

On the next screen (Figure 4), you will be prompted to select from drop-down menus for “Office” and “County.”

ECF Civil Criminal Query Reports Utilities

Open Criminal Case

Office Western Division - Los Angeles

Case type m

Date filed 1/17/2017

County Alameda

Other court

Name **Number**

Figure 4

Criminal Duty Matters Electronic Filing Pilot Project (USAO)

For “**Office**,” select the division where the filer’s office is located. The drop-down menu for “**County**” lists every county in California, as well as choices for “XX US, Outside California,” and “XX Outside US.” In most cases, you should make your choice based on the location of the filing AUSA’s office.

For “**Case type**,” the system default is “mj” to indicate that you are opening a magistrate judge “case.” There are no other options in the “Case type” drop-down menu. The “**Date filed**” is automatically displayed on the screen and cannot be modified. Leave “**Other court name**” and “**Other court number**” blank.

Once you have made your selections for “**Office**” and “**County**,” click “Next.”

C) ADDING PARTIES

The following screen (Figure 5) displays an alert regarding the next step in the process. Please review the message carefully and then click “Next.”

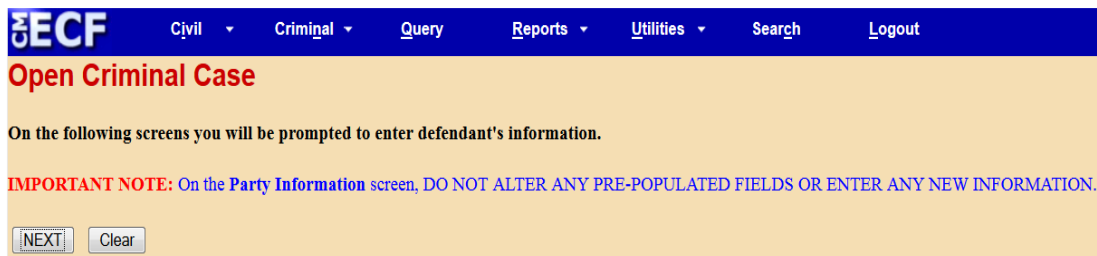


Figure 5

You will next be asked to identify the “parties” to the case. The United States will automatically appear as the plaintiff, but you will need to select the “defendant.” However, do not enter anything other than one of the four “Defendant Names” listed below. **YOU MUST ENTER ONLY THIS GENERIC, TEMPORARY DESIGNATION. THE “DEFENDANT NAME” WILL APPEAR IN THE CASE CAPTION, WHICH WILL TEMPORARILY BE PUBLICLY VIEWABLE ON CM/ECF.**

On the next screen (Figure 6), type one of these four “Defendant Names” into the “Last/Business Name” field, and click “Search.”

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Defendant Name

Type of Application

- “Search Warrant” Application for a Search Warrant
- “Seizure Warrant” Application for a Seizure Warrant
- “Pen Register” Application for an Order Authorizing the Installation and Use of a Pen Register and/or Trap and Trace Device
- “In re Application of the United States for an Order Pursuant to 18:2703(d)” Application for an Order Under 18 U.S.C. § 2703(d)

Use upper and lower case letters to input party names (i.e., “Search Warrant”).
DO NOT USE ALL CAPS.

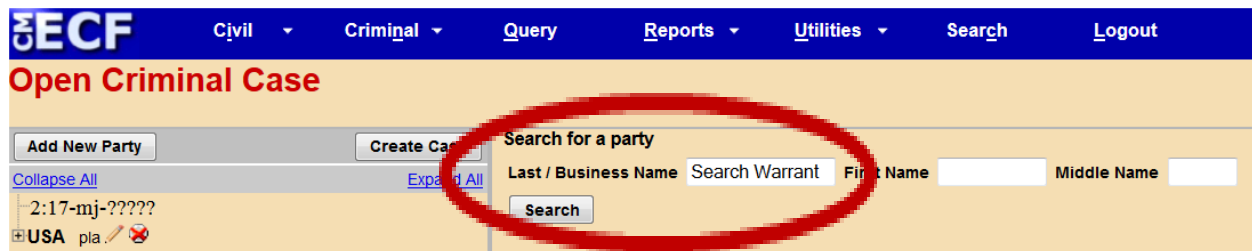


Figure 6

Search results will then be displayed (Figure 7). Select an option that matches your search term, and click “Select Party.”

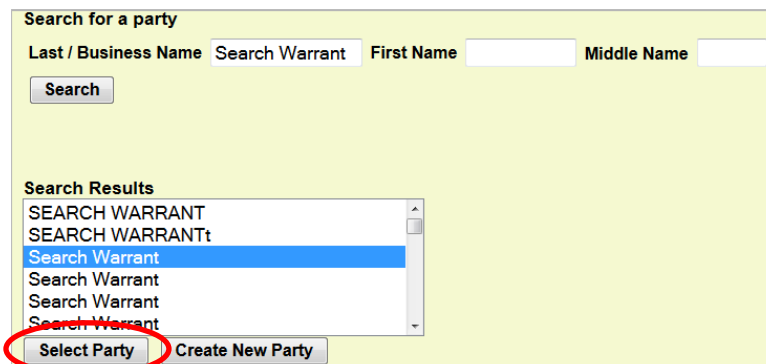


Figure 7

Criminal Duty Matters Electronic Filing Pilot Project (USAO)

You will next see a screen with a number of fields for the entry of information about the “party” you selected (Figure 8). **Do not modify any fields on this screen. Do not alter any of the pre-populated fields or enter any new information. Simply click “Add Party.”**

Party Information
Search Warrant

Title

Role Defendant no.

Pro se

Prisoner Id Unit

Office

Address1

Address 2 ☐ Show this address on the docket sheet

Address 3 City

State Zip Country

Prison

Phone Fax

E-mail

Party text

Start date End date

Corporation Notice

Add Party

[Start a New Search](#)

Figure 8

D) CREATING THE CASE

A new search screen will be displayed, similar to Figure 9. Do not make any changes on this screen. Just click “Create Case.”

ECF Civil Criminal Query Reports Utilities Search Logout

Open Criminal Case

Add New Party **Create Case** Search for a party

[Collapse All](#) [Expand All](#)

2:17-mj-????

USA pla

Search Warrant (1) dft

Alias

Corporate Parent or other affiliate

Attorney

Last / Business Name First Name Middle Name

Search

Figure 9

Criminal Duty Matters Electronic Filing Pilot Project (USAO)

A pop-up window will appear (Figure 10). Click “Yes” to proceed with the case opening or “No” to return to the party screen.

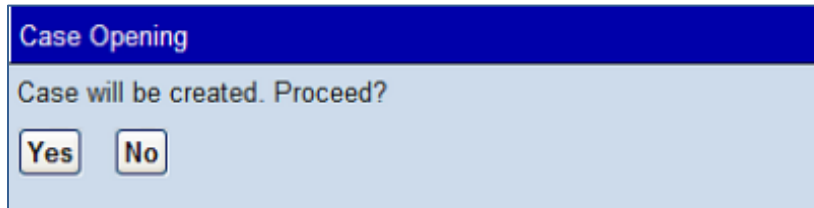


Figure 10

If you click “Yes,” you should then see the following screen (Figure 11):

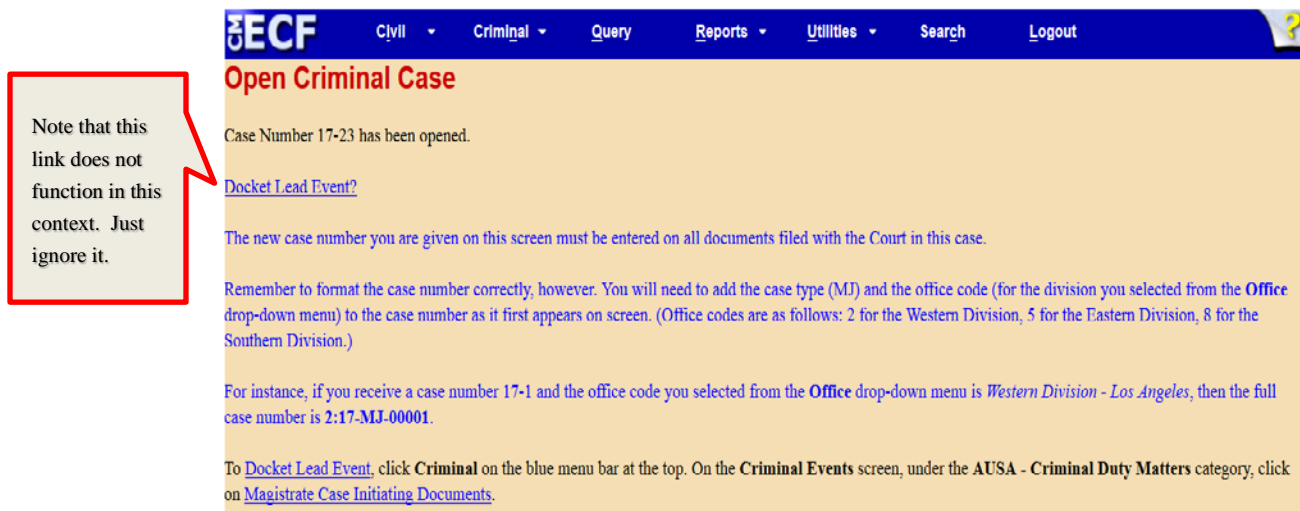


Figure 11

Make a note of the case number provided on this screen. This new case number must be entered on all documents filed with the Court in this case. Remember to format the case number correctly, however. You will need to add the case type (“MJ”) and the office code (for the division you selected from the “Office” drop-down menu shown in Figure 4) to the case number as it first appears on screen. (Office codes are as follows: **2** for the Western Division - Los Angeles; **5** for the Eastern Division - Riverside; **8** for the Southern Division - Santa Ana.) For instance, in the example from Figure 11, the full case number is “**2:17-MJ-00023.**”

E) DOCKETING THE APPLICATION

You must now file and docket your Application to complete the opening of your new case. Otherwise, the case you just opened will be administratively closed. See Section III, below, for instructions on how to file and docket Applications.

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III. INSTRUCTIONS FOR E-FILEING THE APPLICATION

A) BEGINNING THE FILING PROCESS

After opening a new MJ case, you must file and docket the Application. Click “Criminal” on the [blue](#) menu bar at the top of the CM/ECF screen; this will take you to the “Criminal Events” screen. On the “Criminal Events” screen (Figure 12), under the “AUSA - Criminal Duty Matters” Category, click on “[Magistrate Case Initiating Documents](#).”

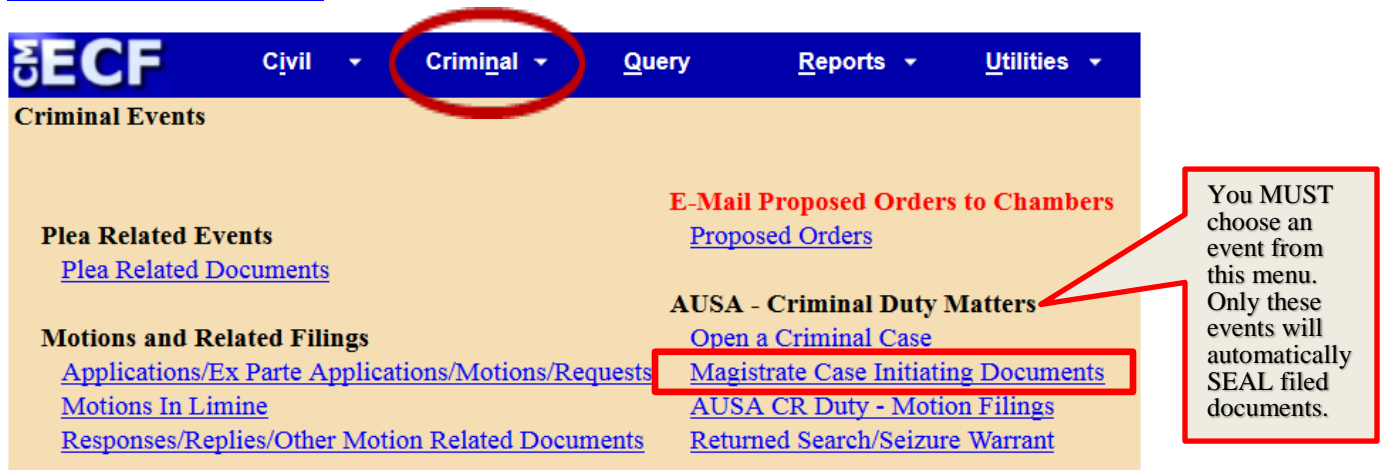


Figure 12

You will next see a version of the following screen (Figure 13):

The screenshot shows the 'Magistrate Case Initiating Documents' screen. The top navigation bar has 'Civil', 'Criminal', and 'Query' dropdown menus. The main heading is 'Magistrate Case Initiating Documents'. Below the heading, there is a 'Criminal Case Number' field with the value '2:17-mj-23'. At the bottom, there are 'NEXT' and 'Clear' buttons.

Figure 13

If you access this screen directly after opening a case the “Criminal Case Number” field should be pre-populated with the case number of the case you just opened. Do not alter any information or click the “Clear” button.

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If you access this screen after logging out of the system, you must enter the case number of your new case. When the correct case number has been entered, click “Next” to proceed. (You may be shown a screen with a list of multiple cases; if so, check the box next to the correct case, and click “Next.”) When you see the screen shown in Figure 14, verify that the case number and case title are correct, and click “Next.”

The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue navigation bar with the ECF logo and three dropdown menus: Civil, Criminal, and Query. Below the navigation bar, the title "Magistrate Case Initiating Documents" is displayed in large red font. Underneath the title, the case number "2:17-mj-00023" and the case title "USA v. Search Warrant" are shown in blue text. At the bottom of the screen, there are two buttons: "NEXT" and "Clear".

Figure 14

On the following screen (Figure 15), a warning message will be displayed. Please read it carefully, then click “Next.”

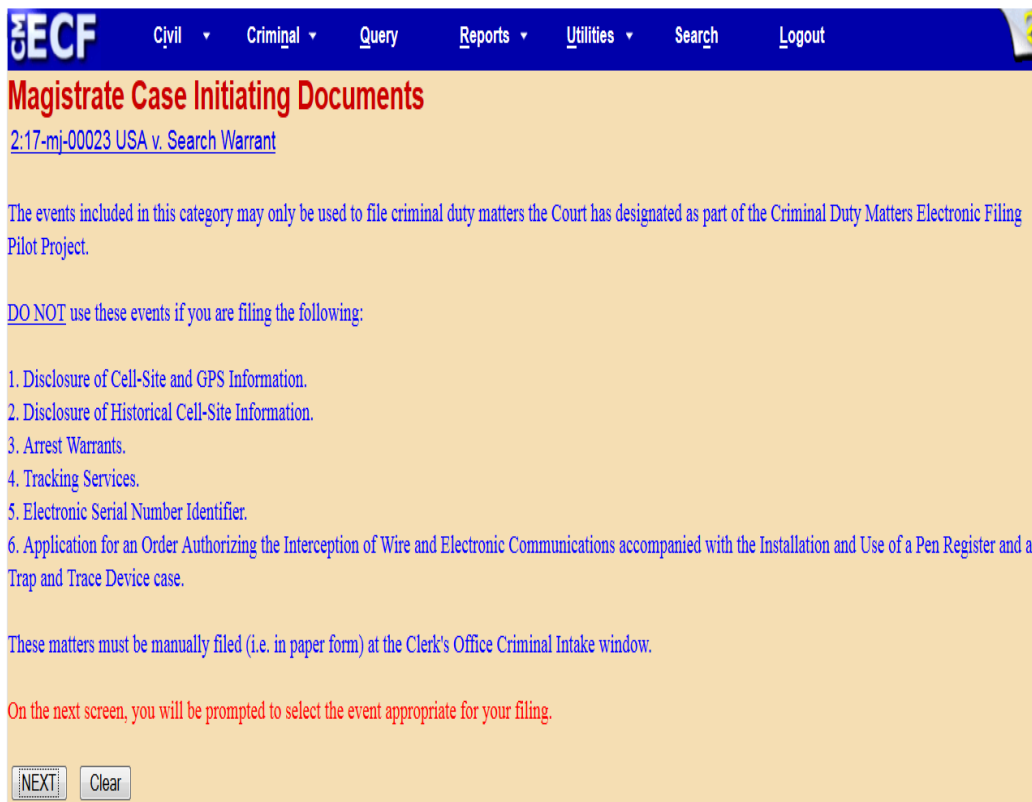
The screenshot shows the ECF interface with a warning message. The navigation bar at the top includes the ECF logo and six dropdown menus: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. The title "Magistrate Case Initiating Documents" is in red, followed by the case number "2:17-mj-00023" and the case title "USA v. Search Warrant" in blue. A warning message in blue text states: "The events included in this category may only be used to file criminal duty matters the Court has designated as part of the Criminal Duty Matters Electronic Filing Pilot Project." Below this, it says "DO NOT use these events if you are filing the following:" followed by a numbered list of six items: 1. Disclosure of Cell-Site and GPS Information, 2. Disclosure of Historical Cell-Site Information, 3. Arrest Warrants, 4. Tracking Services, 5. Electronic Serial Number Identifier, and 6. Application for an Order Authorizing the Interception of Wire and Electronic Communications accompanied with the Installation and Use of a Pen Register and a Trap and Trace Device case. Below the list, it states: "These matters must be manually filed (i.e. in paper form) at the Clerk's Office Criminal Intake window." At the bottom, a red text prompt says: "On the next screen, you will be prompted to select the event appropriate for your filing." At the very bottom, there are "NEXT" and "Clear" buttons.

Figure 15

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B) SELECTING THE LEAD EVENT

On the next screen (Figure 16), you will see a list of “Available Events.” You must choose one of these events to identify your Application, then click “NEXT.” These events are programmed to automatically restrict access to your Application. ***If you use any other event to file your Application, it may be accessible by the public.***

Note that the term “Pen Register” has historically been used by Clerk’s Office staff as a generic term for a number of criminal duty matters that are loosely related to telephonic or electronic communications. If you want to file an Application for a 2703(d) Order Pursuant to 18 U.S.C. § 2703(d), select “Application for Authorization for Pen Register,” and you will have the opportunity later in the filing process to specify the type of Application you are filing.

ECF Civil Criminal Query Reports Utilities Search Logout

Magistrate Case Initiating Documents

[2:17-mj-00023 USA v. Search Warrant](#)

Available Events (click to select an event)

- Application for Authorization for Pen Register
- CRMAG - Application for a Search Warrant - NFPV**
- CRMAG - Application for a Seizure Warrant - NFPV

Selected Event

CRMAG - Application for a Search Warrant - NFPV

NEXT Clear

Figure 16

C) SELECTING THE FILER

On the next screen (Figure 17), select “USA [pla]” in the “Select the Party” box and click “Next.”

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ECF Civil Criminal Query Reports Utilities

Magistrate Case Initiating Documents

[2:17-mj-00023 USA v. Search Warrant](#)

Collapse All Expand All

USA pla

Search Warrant dft

Select the filer or party as indicated in display message.

Select the Party:

USA [pla]

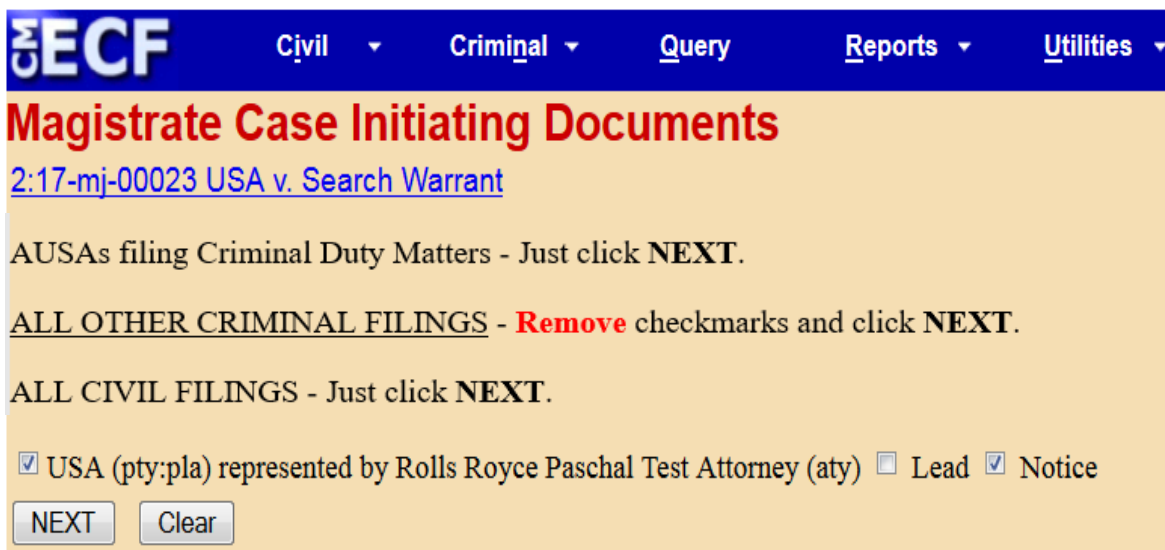
Search Warrant [dft]

Next Clear

Figure 17

D) ASSOCIATING THE FILING ATTORNEY WITH THE FILING PARTY

You must now link the AUSA to the case docket. The next screen (Figure 18), which is part of the common docketing sequence in all CM/ECF events, provides different instructions for different types of cases. **MAKE SURE THAT THE BOX ON THE BOTTOM LEFT-HAND SIDE OF THE PAGE IS CHECKED.** We also advise checking the “Lead” box to the right. The “Notice” box on the right should be pre-populated with a checkmark – **DO NOT UNCHECK THIS BOX.** When all three boxes are checked, click “Next.”



ECF Civil Criminal Query Reports Utilities

Magistrate Case Initiating Documents

[2:17-mj-00023 USA v. Search Warrant](#)

AUSAs filing Criminal Duty Matters - Just click **NEXT**.

ALL OTHER CRIMINAL FILINGS - **Remove** checkmarks and click **NEXT**.

ALL CIVIL FILINGS - Just click **NEXT**.

☒ USA (pty:pla) represented by Rolls Royce Paschal Test Attorney (aty) ☐ Lead ☒ Notice

NEXT Clear

Figure 18

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Note that at case opening, the system allows only the AUSA whose CM/ECF login and password are being used to file the Application to be associated with the case. That AUSA may then file a “Notice of Appearance or Withdrawal of Counsel” (Form G-123, available on the Court’s website) for additional AUSAs to be added to the docket as counsel of record and to be given access to the sealed case.

E) UPLOADING PDF DOCUMENTS

The general process for uploading documents will be the same regardless of the type of lead event you selected. Before proceeding, remember to add your new case number to the caption of all documents you intend to file, and make sure that each document is saved as a PDF file. (Either open your document using word processing software, add the case number, and then save the document as a PDF file, or use the “edit document text” or similar function of Adobe Acrobat to edit a previously created PDF file.)

In brief, upload your case initiating document (the Application) as your “**Main Document**,” upload your Proposed Warrant or Order as “**Attachment 1**,” and if applicable upload your Delayed-Notice Search Warrant Report (Form AO-95) as “**Attachment 2**” to the Main Document. ***If applicable, separately file and upload, using the appropriate event (see Section V.A., below), the following document:***

- Application for Leave to File Under Seal

After clicking “Next” on the screen shown in Figure 18, you will see some version of the following, depending on the type of event you selected (two possible examples shown in Figures 19 and 20; selecting other types of events may result in slight variations of the screen sequence):

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The screenshot shows the ECF (Electronic Case Filing) interface for Magistrate Case Initiating Documents. The page title is "Magistrate Case Initiating Documents" with the case number "2:17-mj-00023 USA v. Search Warrant". The interface includes a navigation bar with links for Civil, Criminal, Query, Reports, Utilities, Search, and Logout. The main content area provides instructions on uploading documents: "Upload the Application in the Main Document section, upload the Proposed Warrant to your Application in the Attachments 1 section, and if applicable upload Delayed-Notice Search Warrant Report (Form AO-95) in the Attachments 2 section." It also states that other documents like "Application for Leave to File Under Seal" should be filed separately. Below the instructions, there is a section for "Main Document" with a text input field containing "C:\Users\vpaschal\Desktop\TEST Doc" and a "Browse..." button. The "Attachments" section is a table with columns for Attachments, Category, and Description. It contains three rows: Row 1 has "C:\Users\vpaschal\Desktop\TEST Doc" in the Attachments column, "Proposed Warrant" in the Category column, and a "Remove" button in the Description column. Row 2 has "C:\Users\vpaschal\Desktop\TEST Doc" in the Attachments column, "Delayed-Notice S/W Report (AO-95)" in the Category column, and a "Remove" button in the Description column. Row 3 has empty fields for Attachments, Category, and Description. At the bottom of the form, there are "NEXT" and "Clear" buttons.

ECF Civil Criminal Query Reports Utilities Search Logout

Magistrate Case Initiating Documents

2:17-mj-00023 USA v. Search Warrant

Upload the [Application](#) in the **Main Document** section, upload the Proposed Warrant to your Application in the **Attachments 1** section, and if applicable upload Delayed-Notice Search Warrant Report (Form AO-95) in the **Attachments 2** section.

Other document (e.g., Application for Leave to File Under Seal) is to be electronically filed [separately](#) using the event designated for that document.

Select the pdf document and any attachments.

Main Document
C:\Users\vpaschal\Desktop\TEST Doc

Attachments	Category	Description
1. C:\Users\vpaschal\Desktop\TEST Doc <input data-bbox="503 672 576 693" type="button" value="Browse..."/>	Proposed Warrant	<input data-bbox="1031 672 1096 693" type="button" value="Remove"/>
2. C:\Users\vpaschal\Desktop\TEST Doc <input data-bbox="503 724 576 745" type="button" value="Browse..."/>	Delayed-Notice S/W Report (AO-95)	<input data-bbox="1031 724 1096 745" type="button" value="Remove"/>
3. <input data-bbox="251 766 495 787" type="text" value=""/> <input data-bbox="503 766 576 787" type="button" value="Browse..."/>	<input data-bbox="592 766 852 787" type="text" value=""/>	<input data-bbox="868 766 1015 787" type="text" value=""/>

Figure 19

The screenshot shows the ECF (Electronic Case Filing) interface for Magistrate Case Initiating Documents. The page title is "Magistrate Case Initiating Documents" with the case number "2:17-mj-00024 USA v. Pen Register". The interface includes a navigation bar with links for Civil, Criminal, Query, Reports, Utilities, Search, and Logout. The main content area provides instructions on uploading documents: "Upload the Application in the Main Document section and Proposed Order to your Application in the Attachments section". It also states that other documents like "Application for Leave to File Under Seal" should be filed separately. Below the instructions, there is a section for "Main Document" with a text input field containing "C:\Users\vpaschal\Desktop\TEST Doc" and a "Browse..." button. The "Attachments" section is a table with columns for Attachments, Category, and Description. It contains two rows: Row 1 has "C:\Users\vpaschal\Desktop\TEST Doc" in the Attachments column, "Proposed Order" in the Category column, and a "Remove" button in the Description column. Row 2 has empty fields for Attachments, Category, and Description. At the bottom of the form, there are "NEXT" and "Clear" buttons.

ECF Civil Criminal Query Reports Utilities Search Logout

Magistrate Case Initiating Documents

2:17-mj-00024 USA v. Pen Register

Upload the [Application](#) in the **Main Document** section and Proposed Order to your Application in the **Attachments** section

Select the pdf document and any attachments.

Main Document
C:\Users\vpaschal\Desktop\TEST Doc

Attachments	Category	Description
1. C:\Users\vpaschal\Desktop\TEST Doc <input data-bbox="568 1333 641 1354" type="button" value="Browse..."/>	Proposed Order	<input data-bbox="1193 1333 1274 1354" type="button" value="Remove"/>
2. <input data-bbox="251 1386 495 1407" type="text" value=""/> <input data-bbox="568 1386 641 1407" type="button" value="Browse..."/>	<input data-bbox="673 1386 917 1407" type="text" value=""/>	<input data-bbox="998 1386 1177 1407" type="text" value=""/>

Figure 20

Main Document: Under “Main Document,” click “Browse”; you will be able to select the PDF version of your Application from wherever it is stored on your system.

Attachments: Under “Attachments,” upload your Proposed Warrant or Order and, if applicable, your Delayed-Notice Search Warrant Report (Form AO-95). In

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line 1, click “Browse” to select the desired PDF document from your system, and select the **Proposed Warrant** or **Proposed Order** description from the drop-down menu in the “Category” field. If applicable, in line 2, click “Browse” to select the desired PDF document from your system, and select the **Delayed-Notice S/W Report (AO-95)** description from the drop-down menu in the “Category” field.

Important Note: The system requires that you upload a PDF document as your Main Document. A warning message appears (Figure 21) if you do not attach a PDF document, and you will not be able to complete the docket entry.

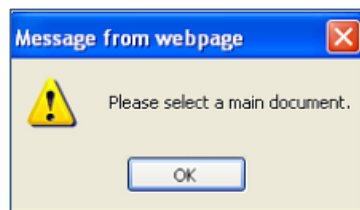


Figure 21

After you have attached all necessary documents, click “Next.” If you selected the event “[Application for Authorization for Pen Register](#),” you will then be asked to select the type of Application you intend to file (Figure 22).



Figure 22

Select the type of Application, then click “Next.”

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F) MODIFYING SYSTEM-DELIVERED DOCKET TEXT

The following screen (Figure 23) displays the system-delivered docket text. If applicable, select the appropriate description from the drop-down arrow menu field and/or enter a description in the blank text field. Otherwise, click “Next.”

The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below this is a yellow banner with the text "Magistrate Case Initiating Documents" in red. Underneath the banner is a link "2:17-mj-00023 USA v. Search Warrant". The main area has a grey header "Docket Text: Modify as Appropriate." followed by a yellow box containing the docket text: "APPLICATION FOR A SEARCH AND SEIZURE WARRANT filed by Plaintiff USA. (Not for Public View pursuant to the E-Government Act of 2002) (Attachments: # (1) Proposed Warrant, # (2) Delayed-Notice S/W Report (AO-95)) (Attorney Rolls Royce Paschal Test Attorney added to party USA(pty:pla)) (Paschal Test Attorney, Rolls Royce)". At the bottom of the yellow box are two buttons: "NEXT" and "Clear".

Figure 23

G) CONFIRMING FINAL DOCKET ENTRY

You will next see a screen asking you to confirm your filing and the text of your docket entry (Figure 24). This screen should display the final docket text and descriptions of any attachments to your Application. Click “Next” to complete the filing process. **Note that you cannot make any further changes to your docket entry at this point. If you notice a problem now, you should nonetheless click “Next” to complete the filing, and then file a “Notice of Errata” to correct any problem significant enough to merit correction. Failure to complete the transaction could result in the administrative closing of your case by the Clerk.**

Figure 24

Figure 25

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Note that even the filer of this document will not be able to view the document in CM/ECF until after Criminal Intake staff have processed the case and granted the filer access to sealed documents.

IV. DUTY MAGISTRATE JUDGE E-MAIL NOTIFICATION

A) SEND AN E-MAIL TO THE ASSIGNED DUTY MAGISTRATE JUDGE

After successfully opening the case and docketing your Application, you must immediately send an email to the chambers email address for the appropriate Duty Magistrate Judge. The notice email must include the following information: notice that an Application has been filed, the case number, contact information for the responsible agent (if applicable) and the AUSA who filed the Application, a Word or Word Perfect copy of the Proposed Warrant or Order, and, if applicable, a Word or Word Perfect copy of the Proposed Order to Seal.

The subject line of the email must include the generic name, case number, title and date filed, as follows: **USA v. Search Warrant - 2:17-mj-00023 - Application for a Search Warrant filed on 3/20/2017.**

Note: If multiple related Applications are filed concurrently (such as when a single Affidavit covers multiple search locations), the notice email should include a list of all such Applications and their associated case numbers and attach any required Word or Word Perfect copies of Proposed Warrants or Proposed Orders to Seal.

B) IDENTIFYING APPROPRIATE DUTY MAGISTRATE JUDGE

For new Applications e-filed between 8:00 a.m. and 4:30 p.m. on regular Court days, the notice email must be sent to the magistrate judge on criminal document duty that day. For new Applications e-filed after 4:30 p.m. that do not require emergency attention, the notice email must be sent to the magistrate judge on criminal document duty the next regular Court day.

For new Applications e-filed between 4:31 p.m. and 8:00 a.m. the next regular Court day that require emergency attention, a notice email is not sufficient. In addition to the notice email, which should be directed to the magistrate judge on after-hours duty at the time the Application is e-filed, the filer must also follow

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the current procedures for all after-hours filings and contact the United States Marshals Service. Note that the magistrate judge on after-hours duty as of 4:31 p.m. receives applications that require emergency attention until 8:00 a.m. the following day.

For Applications that have already been denied by a previous duty judge and that are being re-filed with amendments or corrections, the notice email must be sent to the judge who denied the original Application even if a different judge is on duty the day the amended Application is filed, unless the amended Application requires emergency attention outside regular court hours. For previously denied Applications re-filed between 4:31 p.m. and 8:00 a.m. the next regular Court day that require emergency attention, the notice email should be sent to the magistrate judge on after-hours duty at the time the Application is re-filed, regardless of which judge denied the original Application.

V. FILING OTHER DOCUMENTS AT CASE OPENING

A) APPLICATION FOR LEAVE TO FILE UNDER SEAL

The case initiating document (the Application), all attachments to the Application, and the text of the docket entry will automatically be sealed upon filing, and will remain sealed until after the Warrant, if approved, issued, and executed, is returned. A separate Application for Leave to File Under Seal is not necessary unless the filer believes that documents filed in the case should remain under seal after the executed warrant has been returned; in that event, an Application for Leave to File Under Seal should be electronically filed as docket number two (Dkt. No. 2) in the case, with a Proposed Order attached.

To file an Application for Leave to File Under Seal, click “Criminal” on the [blue](#) menu bar at the top of the CM/ECF screen; this will take you to the “Criminal Events” screen. On the “Criminal Events” screen (Figure 26), under the “AUSA - Criminal Duty Matters” category, click on “[AUSA CR Duty - Motion Filings.](#)”

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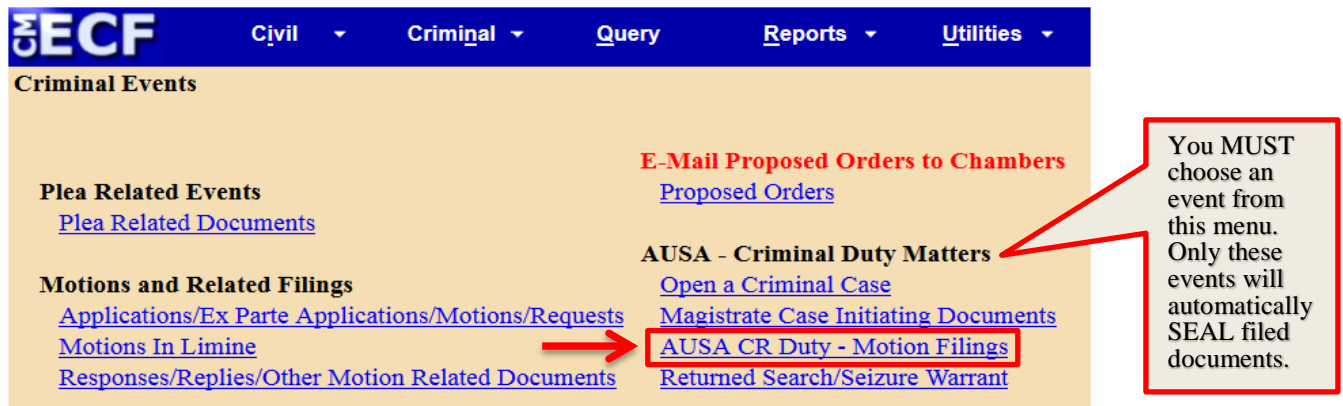


Figure 26

The next screen will ask for your case number; enter or confirm the number as needed, and click “NEXT.” On the following screen, confirm the system has located the correct case, and click “NEXT.” Click the button next to the description that best matches the title of your moving document” (Figure 27), and click “NEXT.”



Figure 27

On the next screen (Figure 28), select “Seal AUSA CR Duty Document” from the “Available Events” menu, and click “NEXT.”

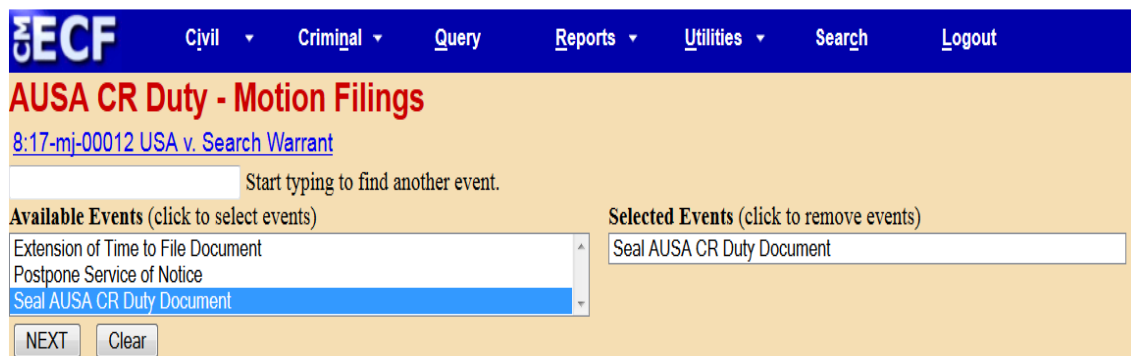


Figure 28

On the next screen (not shown), click on “USA [pla]” in the “Select the Party” box, and click “Next.” Then, on the screen shown in Figure 29, upload your Application

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for Leave to File Under Seal as your “**Main Document**,” and upload your Proposed Order as “**Attachment 1**” to the Main Document and select the “Proposed Order” description from the drop-down menu in the “Category” field.

Attachments	Category	Description
1. C:\Users\vpaschal\Desktop\TEST Doc	Proposed Order	
2.		

Figure 29

After you have attached all necessary documents, click “Next.” On the next screen (not shown), click “NEXT” to skip the Application Hearing screen. The following screen (Figure 30) displays the system-delivered docket text. If applicable, select the appropriate description from the drop-down arrow menu field and/or enter a description in the blank text field. Otherwise, click “Next.”

Docket Text: Modify as Appropriate.

APPLICATION TO SEAL Criminal Duty Document Filed by Plaintiff USA.

(Attachments: # (1) Proposed Order) (Paschal Test Attorney, Rolls Royce)

Figure 30

On the next screen (not shown), follow the onscreen prompts, and proceed with the filing according to standard electronic filing protocols. **Note:** If an Application for Leave to File Under Seal is not filed concurrently with the documents it seeks to seal, the filer must send an email to the chambers email address of the magistrate judge on duty at the time of filing the Application for Leave to File Under Seal. If the filer fails to email notice to the duty judge promptly after filing the Application for Leave to File Under Seal, the request may not be considered.

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VII. FILING SUBSEQUENT DOCUMENTS

Please remember that, for every subsequent document filed in an “MJ” case on which court action is required, you must send a notice email to the duty judge.

A) EXTENSION REQUEST FOR DELAYED-NOTICE SEARCH WARRANTS

Requests for extensions of delayed-notice search warrants must be e-filed under the same case number as the Application. Each such request must be accompanied by a completed AO-95 Delayed-Notice Search Warrant Report form.

To file an extension request, click “Criminal” on the [blue](#) menu bar at the top of the CM/ECF screen; this will take you to the “Criminal Events” screen. On the “Criminal Events” screen (Figure 31), under the “AUSA - Criminal Duty Matters” category, click on “[AUSA CR Duty - Motion Filings](#).”

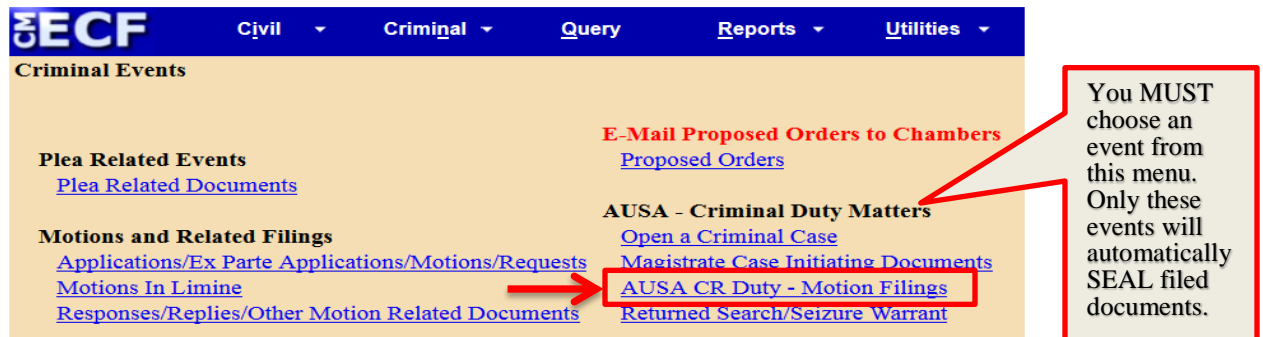


Figure 31

The next screen (not shown) will ask for your case number; enter or confirm the number as needed, and click “NEXT.” On the following screen, confirm the system has located the correct case, and click “NEXT.” Click the button next to the description that best matches the title of your moving document (Figure 32), and click “NEXT.”

Figure 32

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On the next screen (Figure 33), select “Postpone Service of Notice” from the “Available Events” menu, and click “NEXT.” (The following screens are those that appear in the filing sequence for an Ex Parte Application; choosing a different option from those shown in Figure 32 would result in a slightly different filing sequence.)

The screenshot shows the ECF filing system interface. At the top is a navigation bar with links: C\ivil, Criminal, Query, Reports, Utilities, Search, and Logout. Below this is the title "AUSA CR Duty - Motion Filings" in red. The case information is displayed in blue text: 8:17-mj-00008-DUTY *SEALED*, USA v. A BLACK 2029 ROLLS, ROYCE, with CALIFORNIA, LICENSE PLATE NUMBER 1ABC123, and VIN NUMBER 1A2BC34D56E789012. Below this is the word "SEALED" in red. A warning message in red text states: "WARNING: Consult Local Rule 7-19 governing Ex Parte Applications and the required notification before filing." Below the warning is a search bar with the text "Start typing to find another event." Below the search bar are two event selection menus. The "Available Events (click to select events)" menu is open, showing three options: "Extension of Time to File Document", "Postpone Service of Notice" (which is highlighted in blue), and "Seal AUSA CR Duty Document". The "Selected Events (click to remove events)" menu is empty. At the bottom of the screen are two buttons: "NEXT" and "Clear".

Figure 33

On the next screen (not shown), click on “USA [pla]” in the “Select the Party” box and click “Next.” On the screen shown in Figure 34, upload your Ex Parte Application for an Order Postponing Service as your “Main Document.” Upload your Proposed Order as “Attachment 1” and select the “Proposed Order” description from the drop-down menu in the “Category” field. Upload your Delayed-Notice Search Warrant Report (Form AO-95) as “Attachment 2” and select the “Delayed-Notice S/W Report (AO-95)” description from the drop-down menu in the “Category” field.

The screenshot shows the ECF filing system interface. At the top is a navigation bar with links: C\ivil, Criminal, Query, Reports, Utilities, Search, and Logout. Below this is the title "AUSA CR Duty - Motion Filings" in red. The case information is displayed in blue text: 8:17-mj-00008-DUTY *SEALED*, USA v. A BLACK 2029 ROLLS, ROYCE, with CALIFORNIA, LICENSE PLATE NUMBER 1ABC123, and VIN NUMBER 1A2BC34D56E789012. Below this is the word "SEALED" in red. Below the case information is a text box with the instruction: "Upload the Application in the Main Document section, upload the Proposed Order to your Application in the Attachments 1 section, and upload Delayed-Notice Search Warrant Report (Form AO-95) in the Attachments 2 section." Below this is a section titled "Select the pdf document and any attachments." Below this section is a "Main Document" section with a text box containing the file path "C:\Users\vpaschal\Desktop\TEST Doc" and a "Browse..." button. Below this is a table with three columns: "Attachments", "Category", and "Description". The table has three rows. The first row has the file path "C:\Users\vpaschal\Desktop\TEST Doc", the category "Proposed Order", and a "Remove" button. The second row has the file path "C:\Users\vpaschal\Desktop\TEST Doc", the category "Delayed-Notice S/W Report (AO-95)", and a "Remove" button. The third row has a blank file path, a blank category, and a "Remove" button. Below the table are two buttons: "NEXT" and "Clear".

Figure 34

Criminal Duty Matters Electronic Filing Pilot Project (USAO)

After you have attached all necessary documents, click “Next.” On the next screen (Figure 35), add a description and click “NEXT.”



Figure 35

On the next screen (Figure 36), select the **No** radio button on the question prompt “Is this an Ex Parte Application for Bond Pending Appeal?” and click “NEXT.”

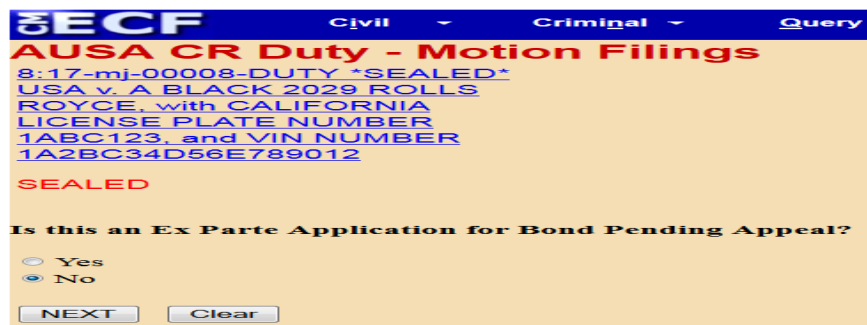


Figure 36

The following screen (Figure 37) displays the system-delivered docket text. If applicable, select the appropriate description from the drop-down arrow menu field and/or enter a description in the blank text field. Otherwise, click “Next.”



Figure 37

Criminal Duty Matters Electronic Filing Pilot Project (USAO)

On the next screen (not shown), follow the onscreen prompts, and proceed with the filing according to standard electronic filing protocols.

After filing a request for extension, the filer must immediately send an email to the chambers email address of the magistrate judge on duty at the time of filing the extension request, even if a different judge granted the original Application. If the filer fails to email notice to the duty judge promptly after filing the request for extension, the request may not be considered.

B) EXTENSION OF TIME

Requests for extensions (e.g., Ex Parte Application for Extension of Time within which to Retain and Search Digital Devices, Application for Continued Use of Pen Register and Trap and Trace Device, etc.) must be e-filed under the same case number as the Application that was granted. Each such request must be accompanied by a Proposed Order.

To file an extension request, click “Criminal” on the [blue](#) menu bar at the top of the CM/ECF screen; this will take you to the “Criminal Events” screen. On the “Criminal Events” screen (Figure 38), under the “AUSA - Criminal Duty Matters” category, click on “[AUSA CR Duty - Motion Filings](#).”

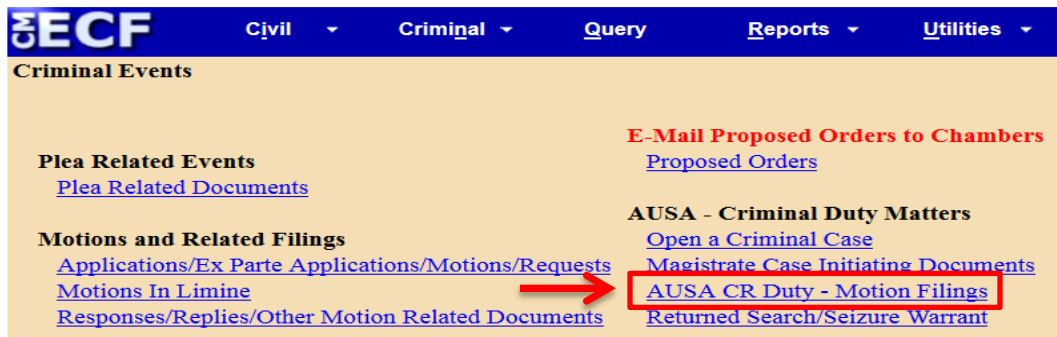


Figure 38

The next screen (not shown) will ask for your case number; enter or confirm the number as needed, and click “NEXT.” On the following screen, confirm the system has located the correct case, and click “NEXT.” Click the button next to the description that best matches the title of your moving document (Figure 39), and click “NEXT.”

Criminal Duty Matters Electronic Filing Pilot Project (USAO)



ECF Civil Criminal Query Reports

AUSA CR Duty - Motion Filings

[5:17-mj-00001-DUTY *SEALED*](#)
[USA v. Pen Register](#) **CASE**
CLOSED on 02/10/2017

CLOSED,SEALED

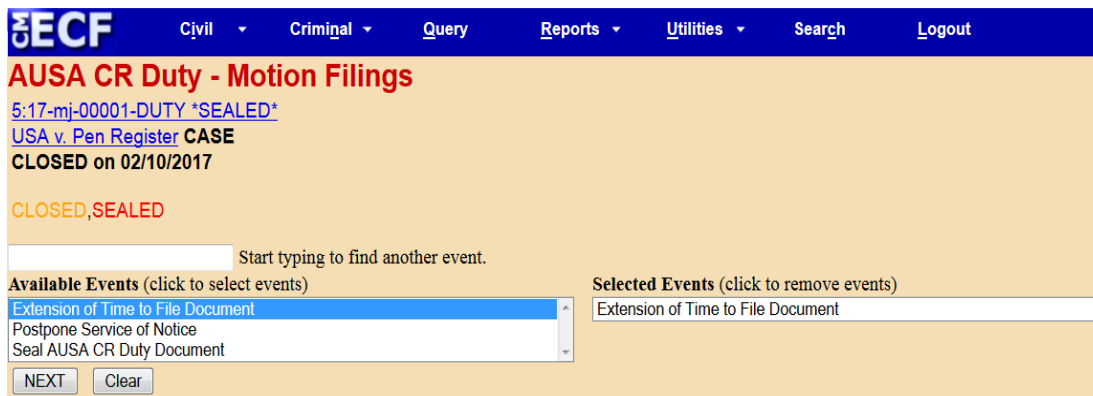
Select the description that best matches the title of your moving document.

☐ Application
☐ Ex Parte Application
☐ Motion
☐ Request

NEXT Clear

Figure 39

On the next screen (Figure 40), select [Extension of Time to File Document](#) from the “Available Events” menu, and click “NEXT.”



ECF Civil Criminal Query Reports Utilities Search Logout

AUSA CR Duty - Motion Filings

[5:17-mj-00001-DUTY *SEALED*](#)
[USA v. Pen Register](#) **CASE**
CLOSED on 02/10/2017

CLOSED,SEALED

Start typing to find another event.

Available Events (click to select events)

- Extension of Time to File Document
- Postpone Service of Notice
- Seal AUSA CR Duty Document

Selected Events (click to remove events)

- Extension of Time to File Document

NEXT Clear

Figure 40

On the next screen (not shown), click on “**USA [pla]**” in the “Select the Party” box and click “Next.” On the screen shown in Figure 41, upload your Application for Extension as your “**Main Document,**” and upload your Proposed Order as “**Attachment 1**” and select the “**Proposed Order**” description from the drop-down menu in the “Category” field.

Criminal Duty Matters Electronic Filing Pilot Project (USAO)

ECF Civil Criminal Query Reports Utilities Search Logout

AUSA CR Duty - Motion Filings

[5:17-mj-00001-DUTY *SEALED*](#)
[USA v. Pen Register CASE](#)
CLOSED on 02/10/2017

CLOSED, SEALED

Upload the Application in the **Main Document** section, upload the Proposed Order to your Application in the **Attachments 1** section.

Select the pdf document and any attachments.

Main Document
C:\Users\vpaschal\Desktop\TEST Doc

Attachments	Category	Description
1. C:\Users\vpaschal\Desktop\TEST Doc <input data-bbox="613 653 691 674" type="button" value="Browse..."/>	Proposed Order	<input data-bbox="1105 653 1180 674" type="button" value="Remove"/>
2. <input data-bbox="370 695 610 716" type="text" value=""/> <input data-bbox="613 695 691 716" type="button" value="Browse..."/>		

Figure 41

After you have attached all necessary documents, click “Next.” On the next screen (Figure 42), enter a description of the extension sought (e.g., “Within Which to Retain and Search Digital Devices”) and click “NEXT.”

ECF Civil Criminal Query

AUSA CR Duty - Motion Filings

[5:17-mj-00001-DUTY *SEALED*](#)
[USA v. Pen Register CASE](#)
CLOSED on 02/10/2017

CLOSED, SEALED

Describe document the extension relates to:

Figure 42

On the next screen (not shown), click “NEXT” to skip the Application Hearing screen. The following screen (Figure 43) displays the system-delivered docket text. If applicable, select the appropriate description from the drop-down arrow menu field and/or enter a description in the blank text field. Otherwise, click “Next.”

Criminal Duty Matters Electronic Filing Pilot Project (USAO)




Figure 43

On the next screen (not shown), follow the onscreen prompts, and proceed with the filing according to standard electronic filing protocols.

After filing a request for extension, the filer must immediately send an email to the chambers email address of the magistrate judge on duty at the time of filing the extension request, even if a different judge granted the original Application. If the filer fails to email notice to the duty judge promptly after filing the request for extension, the request may not be considered.

C) RETURNED SEARCH/SEIZURE WARRANT

The U.S. Federal Agent must return the Search/Seizure Warrant, which he/she was required to serve or execute, to the Court. The Return should include a brief account of the agent's action including the time and manner of service or execution, or the reason why he or she was unable to serve/execute the warrant. Fed. R. Crim. P. 41(f)(1)(A),(B),(D).

The AUSA must e-file the returned warrant under the same case number. After the returned warrant has been filed, the criminal duty matter will be closed. If the warrant was returned executed, the case will automatically be unsealed, unless an Order to Seal the case has been entered. (If the warrant was returned unexecuted, the case will remain sealed.)

To file a returned warrant, click "Criminal" on the blue menu bar at the top of the CM/ECF screen; this will take you to the "Criminal Events" screen. On the

Criminal Duty Matters Electronic Filing Pilot Project (USAO)

“Criminal Events” screen (Figure 44), under the “AUSA - Criminal Duty Matters” category, click on “[Returned Search/Seizure Warrant](#).”

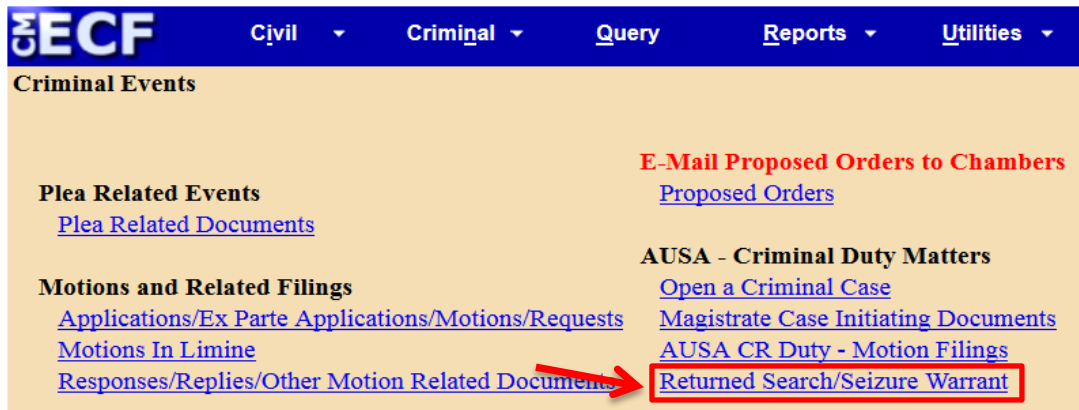


Figure 44

The next screen (not shown) will ask for your case number; enter or confirm the number as needed, and click “NEXT.” On the following screen (not shown), confirm the system has located the correct case, and click “NEXT.” On the next screen (Figure 45), you will see a list of “Available Events.” You must choose one of these events to identify your Returned Search/Seizure Warrant, then click “NEXT.”

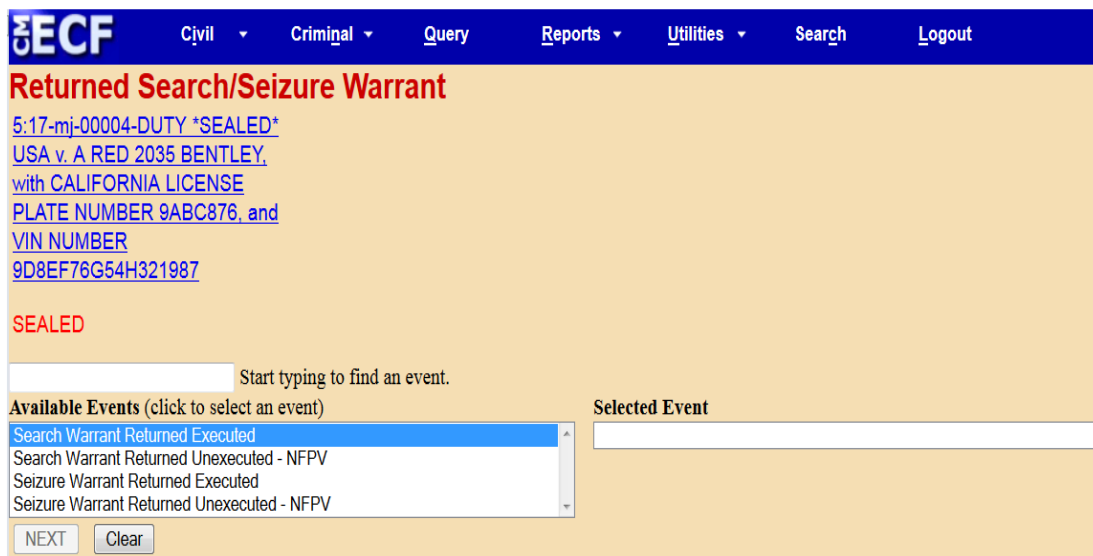


Figure 45

On the next screen (Figure 46), upload your returned warrant and click “NEXT.”

Criminal Duty Matters Electronic Filing Pilot Project (USAO)

ECF Civil Criminal Query Reports Utilities Search

Returned Search/Seizure Warrant

5:17-mj-00004-DUTY *SEALED*
USA v. A RED 2035 BENTLEY,
with CALIFORNIA LICENSE
PLATE NUMBER 9ABC876, and
VIN NUMBER
9D8EF76G54H321987

SEALED

Select the pdf document and any attachments.

Main Document
C:\Users\paschal\Desktop\TEST Doc Browse...

Attachments	Category	Description
1. Browse...		

NEXT Clear

Figure 46

On the following screen (Figure 47), enter the “Date of Return” and click “NEXT.” The “Date of Return” screen only appears in the [Search Warrant Returned Executed](#) and [Seizure Warrant Returned Executed](#) events.

ECF Civil Criminal Query

Returned Search/Seizure Warrant

5:17-mj-00004-DUTY *SEALED*
USA v. A RED 2035 BENTLEY,
with CALIFORNIA LICENSE
PLATE NUMBER 9ABC876, and
VIN NUMBER
9D8EF76G54H321987

SEALED

Date of Return: Calendar

NEXT Clear

Figure 47

The next screen (Figure 48) will ask you to “Select the party or parties for termination from this case.” If applicable, select the appropriate party name, and then click “Next.”

ECF Civil Criminal Query Reports Utilities Search Logout

Returned Search/Seizure Warrant

5:17-mj-00004-DUTY *SEALED*
USA v. A RED 2035 BENTLEY,
with CALIFORNIA LICENSE
PLATE NUMBER 9ABC876, and
VIN NUMBER
9D8EF76G54H321987

SEALED

Select the party or parties for termination from this case.

A RED 2035 BENTLEY, with CALIFORNIA LICENSE PLATE NUMBER 9ABC876, and VIN NUMBER 9D8EF76G54H321987 (Defendant)

Case retention period is: 5

NEXT Clear

Figure 48

On the next screen (not shown), follow the onscreen prompts, and proceed with the filing according to standard electronic filing protocols.