

# **EMERGENCY CRIMINAL DUTY MATTERS FILED OUTSIDE REGULAR COURT HOURS**

All Assistant United States Attorneys filing criminal duty matters must be familiar with General Order 19-01 and the Criminal Duty Matters Electronic Filing Pilot Project User Manual.

New criminal duty applications (such as warrant or complaint applications) brought by the United States Attorney's Office must first be e-filed as required by General Order 19-01. For those applications that are e-filed between 4:01 p.m. and 8:00 a.m. the next regular court day and that require emergency attention, the filer must then immediately notify the court in TWO WAYS: (1) by following the regular notice procedures in General Order 19-01 AND (2) by calling the U.S. Marshals Service. The appropriate phone number to use in contacting the U.S. Marshals Service is within the possession of the United States Attorney's Office. AUSAs who do not have this number should contact their supervisor or follow any internal procedures set by that Office. The U.S. Marshals Service will contact the after-hours duty magistrate judge.

Note that the regular notice procedures in General Order 19-01 require the filer to send an email to the chambers-specific criminal duty email address for the after-hours duty magistrate judge. That 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 Assistant United States Attorney who filed the Application
- subject line of the notice email must begin with the phrase "EMERGENCY CRIMINAL DUTY MATTER."

If the U.S. Marshals Service is not contacted and instead the emergency application is only emailed to the chambers-specific criminal-duty email address for the after-hours duty magistrate judge, the application may not be acted on.