

# USAO Criminal Duty Matters E-Filing Pilot Project Cheat Sheet

## Extension of Time

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Documents	
<ul style="list-style-type: none"> <li>Ex Parte Application for Extension of Time within which to Retain and Search Digital Devices, Application Continued use of Pen Register and Trap and Trace Device, etc.</li> <li>Proposed Order</li> </ul>	
Docket the Extension Request for Delayed-Notice Search Warrants	
<b>CM/ECF Category</b>	Criminal Events → AUSA - Criminal Duty Matters → <a href="#">AUSA CR Duty - Motion Filings</a> .
<b>Select the description that best matches the title of your moving document</b>	<div style="border: 1px solid black; padding: 5px;"> <p><b>Select the description that best matches the title of your moving document.</b></p> <p> <input type="radio"/> Application  <input type="radio"/> Ex Parte Application  <input type="radio"/> Motion  <input type="radio"/> Request                 </p> <p style="text-align: center;"> <input type="button" value="NEXT"/>   <input type="button" value="Clear"/> </p> </div>
<b>Event</b>	<ul style="list-style-type: none"> <li><a href="#">Extension of Time to File Document</a></li> </ul>
<b>Selecting Filer</b>	Click on the <b>USA [pla]</b> party's name in the "Select the Party" box.
<b>Uploading PDF Documents</b>	<p><b>Main Document:</b> Upload your Application/Ex Parte Extension of Time.</p> <p><b>Attachments 1:</b> Upload your Proposed Order. Select the "Proposed Order" description from the drop-down menu in the "Category" field.</p>
<b>Describe document the extension relates to</b>	<div style="border: 1px solid black; padding: 5px;"> <p>Describe document the extension relates to: <input style="width: 150px;" type="text"/></p> <p style="text-align: center;"> <input type="button" value="NEXT"/>   <input type="button" value="Clear"/> </p> </div>
<b>Skip the Application Hearing screen</b>	<div style="border: 1px solid black; padding: 5px;"> <p><i>Motion for Extension of Time to File Document</i></p> <hr/> <p><b>Application Hearing set for</b></p> <p>Date <input style="width: 50px;" type="text"/> <input type="button" value="Calendar"/> Time <input style="width: 50px;" type="text"/> <input type="radio"/> AM <input type="radio"/> PM <input checked="" type="checkbox"/> in public court Judge <input style="width: 100px;" type="text" value="Duty Magistrate Judge (pre)"/></p> <p style="text-align: center;"> <input type="button" value="NEXT"/>   <input type="button" value="Clear"/> </p> </div>
<b>System-Delivered Docket Text</b>	If applicable, select the appropriate description from the drop-down arrow menu field and/or enter a description in the blank text field.
<b>Send an E-mail to the Assigned Duty Magistrate Judge</b>	After filing a request for extension, the filer <b>must</b> 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.