

## USAO Criminal Duty Matters E-Filing Pilot Project Cheat Sheet Extension Request for Delayed-Notice Search Warrants

Created: March 3, 2017  
Last Revised: February 5, 2019

Documents	
<ul style="list-style-type: none"> <li>• Ex Parte Application for an Order Postponing Service of Warrant</li> <li>• Proposed Order</li> <li>• Completed Delayed-Notice Search Warrant Report (Form AO-95)</li> </ul>	
Docketing the Extension Request for a Delayed-Notice Search Warrant	
<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>	<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>
<b>Event</b>	<a href="#">Postpone Service of Notice</a>
<b>Selecting Filer</b>	Click to select <b>USA [pla]</b> in the “Select the Party” box.
<b>Uploading PDF Documents</b>	<p><b>Main Document:</b> Upload your Ex Parte Application for an Order Postponing Service of Warrant.</p> <p><b>Attachments 1:</b> Upload your Proposed Order and select the “Proposed Order” description from the drop-down menu in the “Category” field.</p> <p><b>Attachments 2:</b> Upload your Delayed-Notice Search Warrant Report (Form AO-95) and select the “Delayed-Notice S/W Report (AO-95)” description from the drop-down menu in the “Category” field.</p>
<b>Indicate what this is regarding</b>	<p>Indicate what this is regarding (e.g., Search Warrant): <input style="width: 150px;" type="text"/></p> <p style="text-align: center;"> <input type="button" value="NEXT"/>   <input type="button" value="Clear"/> </p>
<b>Select the No Radio Button</b>	<p><b>Is this an Ex Parte Application for Bond Pending Appeal?</b></p> <p> <input type="radio"/> Yes  <input checked="" type="radio"/> No         </p> <p style="text-align: center;"> <input type="button" value="NEXT"/>   <input type="button" value="Clear"/> </p>
<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>Sending an E-mail to the Duty Magistrate Judge</b>	After filing a request for extension, the filer must immediately send an email to the chambers-specific criminal duty 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.