

USAO Criminal Duty Matters E-Filing Pilot Project Cheat Sheet
Opening an MJ Case
E-Filing an Application
and
Sending an E-Mail to the Assigned Duty Magistrate Judge

Created: March 1, 2017
 Last Revised: September 18, 2020

Documents
Pursuant to General order 19-01, all criminal duty matters are required to be filed electronically in CM/ECF except: <ul style="list-style-type: none"> • Complaints and other charging documents; • Affidavits re: Out-of-District Arrest Warrants filed under F.R.Cr.P. 5(c)(3); • Documents filed concurrently with such charging documents or affidavits; • All Central Violations Bureau (“CVB”) matters; and • Any criminal duty matter handled by a district judge.

Opening a Magistrate Judge (MJ) Case											
CM/ECF Category	Criminal Events → AUSA - Magistrate Judge Criminal Duty Matters → Open a Magistrate Judge MJ Case .										
Selecting the Divisional Office and Case Type	<p>Office: Select the division for the filer’s office (or for the duty judge who will be handling the matter, if different).</p> <p>Case type: Change to “mj” to indicate that you are opening a magistrate judge case.</p> <p>Date filed: Defaults to the current date and cannot be modified.</p> <p>County: Make the same selection as the one selected for Office (for Santa Ana, select Orange).</p> <p>Other court name and Other court number: Leave blank.</p>										
Adding Parties	<p><u>Party Name</u></p> <p>USA: Will automatically be added as the plaintiff on the docket.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; padding: 5px;">Generic Party Name for the Defendant</th> <th style="text-align: left; padding: 5px;">Type of Applications</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">▪ Warrant*</td> <td style="padding: 5px;">Application for a Search Warrant</td> </tr> <tr> <td style="padding: 5px;">▪ Warrant*</td> <td style="padding: 5px;">Application for a Seizure Warrant</td> </tr> <tr> <td style="padding: 5px;">▪ Subpoena*</td> <td style="padding: 5px;">Application for Non-Disclosure of Subpoena</td> </tr> <tr> <td style="padding: 5px;">▪ Criminal Duty Matter*</td> <td style="padding: 5px;">Application for any other type of criminal duty matter</td> </tr> </tbody> </table> <p style="color: red; font-weight: bold;">*DO NOT USE ALL CAPS</p> <p><u>Party Information Screen</u> <i>(Do Not make any changes on this screen)</i></p> <p>Role: Defaults to “Defendant (dft:pty).”</p> <p>Defendant no: Defaults to “1.”</p> <p>Pro se: Defaults to “No.”</p> <p>Start date: Defaults to the current date.</p> <p>Corporation: Defaults to “no.”</p> <p>Notice: Defaults to “yes.”</p>	Generic Party Name for the Defendant	Type of Applications	▪ Warrant*	Application for a Search Warrant	▪ Warrant*	Application for a Seizure Warrant	▪ Subpoena*	Application for Non-Disclosure of Subpoena	▪ Criminal Duty Matter*	Application for any other type of criminal duty matter
Generic Party Name for the Defendant	Type of Applications										
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<p>Creating the Case</p>	<p>Once the party's name has been added, click "Create Case."</p> <p>After creating the case, make a note of the case number provided by CM. This new case number must be entered on all documents filed with the Court in this case. You will need to add the case type ("MJ") and the office code (for the division you selected from the "Office" drop-down menu) to the case number. 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 example, the full case number for 19-1 is "2:19-MJ-00001."</p> <table border="1" data-bbox="386 317 1330 472"> <thead> <tr> <th>Code</th> <th></th> <th>Office</th> <th>Full Case Number Example</th> </tr> </thead> <tbody> <tr> <td>• 2</td> <td>=</td> <td>Western Division - Los Angeles</td> <td>2:19-MJ-00001</td> </tr> <tr> <td>• 5</td> <td>=</td> <td>Eastern Division - Riverside</td> <td>5:19-MJ-00001</td> </tr> <tr> <td>• 8</td> <td>=</td> <td>Southern Division - Santa Ana</td> <td>8:19-MJ-00001</td> </tr> </tbody> </table> <p>You must now file and docket your Application to complete the opening of your new case. You will have at least 24 hours in which to file your Application, but if you do not do so, the case will be administratively closed.</p>	Code		Office	Full Case Number Example	• 2	=	Western Division - Los Angeles	2:19-MJ-00001	• 5	=	Eastern Division - Riverside	5:19-MJ-00001	• 8	=	Southern Division - Santa Ana	8:19-MJ-00001
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<p>E-Filing the Application</p>	
<p>CM/ECF Category</p>	<p>Criminal Events → AUSA - Magistrate Judge Criminal Duty Matters → Magistrate Judge Case Initiating Documents</p>
<p>Selecting the Lead Event</p>	<ul style="list-style-type: none"> • Application for Non-Disclosure of Subpoena • Application for Other MJ Criminal Duty Matter • Application for Warrant
<p>Selecting the Filer</p>	<p>Click to select USA [pla] in the "Select the Party" box.</p>
<p>Associating the Filing Attorney with the Filing Party</p>	<p>MAKE SURE THAT THE BOX ON THE BOTTOM LEFT-HAND SIDE OF THE PAGE IS CHECKED. If the filing attorney wants to be identified as lead counsel on the docket, click the "Lead" check box to the right. The "Notice" check box on the right should be pre-populated with a checkmark – DO NOT UNCHECK THIS BOX.</p>
<p>Uploading PDF Documents</p>	<p>Main Document: Upload your Application.</p> <p>Attachments 1: Upload your Proposed Order/Warrant and select the appropriate description ("Proposed Order" or "Proposed Warrant") from the drop-down menu in the "Category" field.</p> <p>Attachments 2: If applicable, upload your Delayed-Notice Search Warrant Report (Form AO-95). Select the "Delayed-Notice S/W Report (AO-95)" description from the drop-down menu in the "Category" field.</p>
<p>For OTHER CRIMINAL DUTY MATTER Only</p>	<p>Specify the relief (e.g., for an Order Authorizing the Installation and Use of a Pen Register and/or trap and trace device, to Amend the Grand Jury Partial Report, for Appointment of Counsel, etc.) sought in the Application (REQUIRED): <input type="text"/></p> <p><input type="button" value="NEXT"/> <input type="button" value="Clear"/></p>
<p>For WARRANT Only</p>	<p>Select the type of warrant being requested:</p> <ul style="list-style-type: none"> <input type="radio"/> Search Warrant <input type="radio"/> Seizure Warrant <input type="radio"/> Administrative Inspection Warrant <input type="radio"/> Warrant for Tracking Device <input type="radio"/> Other <p><input type="button" value="NEXT"/> <input type="button" value="Clear"/></p>

Modifying System-Delivered Docket Text	If applicable, enter a description in the blank text field.
If Applicable, E-File the Application for Leave to File Under Seal	
CM/ECF Category	Criminal Events → AUSA - Magistrate Judge Criminal Duty Matters → AUSA CR Duty - Motion Filings
Event	Seal AUSA CR Duty Document
Selecting the Filer	Click to select USA [pla] in the “Select the Party” box.
Uploading PDF Documents	<p>Main Document: Upload your Application for Leave to File Under Seal.</p> <p>Attachments 1: Upload your Proposed Order and select the “Proposed Order” description from the drop-down menu in the “Category” field.</p>
Modifying 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.
<p>Note: If an Application for Leave to File Under Seal is filed in an MJ case after the initial documents are filed, the filer must send an email to the chambers-specific criminal duty 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.</p>	

Duty Magistrate Judge E-Mail Notification	
Notice E-mail from the Clerk’s Office	After successfully opening the case and docketing your Application, you must wait to receive notice from the Clerk’s Office that the case has been processed and sealed access has been granted to the docket.
Sending an E-mail to the Assigned Duty Magistrate Judge	<p>After receiving this email from the Clerk’s Office, immediately send an email to the chambers-specific criminal duty email address for the appropriate Duty Magistrate Judge (see Appendix B to General Order 19-01 for a list of email addresses).</p> <p>The notice email must include the following information (it is not necessary to provide copies of any documents in the notice email unless the applicable duty magistrate judge’s Procedures and Schedules provide otherwise):</p> <ul style="list-style-type: none"> • 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. <p>Note: <i>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.</i></p> <p>The subject line of the email must include the generic name, case number, title and date filed, as follows: USA v. Warrant - 2:19-mj-00001 - Application for Warrant filed on 1/2/2019.</p>

<p>Identifying Appropriate Duty Magistrate Judge</p>	<ul style="list-style-type: none"> • New Applications e-filed between 8:00 a.m. and 4:00 p.m. on regular Court days • New Applications e-filed after 4:00 p.m. that <u>do not require emergency attention</u> • New Applications e-filed between 4:01 p.m. and 8:00 a.m. the next regular Court day that require emergency attention • Applications that <u>have already been denied</u> by a previous duty judge and that are being re-filed with amendments or corrections • <u>Previously denied</u> Applications re-filed between 4:01 p.m. and 8:00 a.m. the next regular Court day that require emergency attention 	<p>The notice email must be sent to the magistrate judge on criminal document duty that day.</p> <p>The notice email must be sent to the magistrate judge on criminal document duty the next regular Court day.</p> <p>The filer must provide immediate notice to the Duty Magistrate Judge, without waiting for the Clerk’s Office to provide access to the sealed case. However, 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 the current procedures for all after-hours filings and contact the United States Marshals Service.</p> <p>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.</p> <p>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.</p>
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