

USAO Criminal Duty Matters E-Filing Pilot Project Cheat Sheet Amendments to Magistrate Judge/MJ Case-Initiating Documents

Created: January 2, 2019
Last Revised: September 18, 2020

Documents	
<ul style="list-style-type: none"> • Amended Application for Warrant • Amended Application for Other MJ Criminal Duty Matter • Amended Application for Non-Disclosure of Subpoena 	
E-Filing an Amended Application	
CM/ECF Category	Criminal Events → AUSA - Magistrate Judge Criminal Duty Matters → Amendments to Magistrate Judge Case Initiating Documents .
Available Events	<ul style="list-style-type: none"> • Amended Application for Non-Disclosure of Subpoena • Amended Application for Other MJ Criminal Duty Matter • Amended Application for Warrant
Selecting the Filer	Click to select USA [pla] in the “Select the Party” box.
Uploading PDF Documents	<p>Main Document: Upload your Amended 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) and select the “Delayed-Notice S/W Report (AO-95)” description from the drop-down menu in the “Category” field.</p>
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.
Sending an E-mail to the Duty Magistrate Judge	After completing the filing sequence, you must email notice to the magistrate judge who handled the original application, even if that judge is not on duty at the time the amended application is filed – unless the amended application is filed after hours and requires emergency attention, in which case the notice email should be sent to the magistrate judge on after-hours duty at the time the amended application is filed. Note that, for amended applications, there is never any need to wait before sending the notice email. As the amended application is filed in an existing case, in which sealed access has already been granted, notice can be sent to the appropriate duty judge as soon as the amended application is filed.
General Order 19-01	Under General Order 17-02, amended applications for search warrants or other criminal duty matters were to be opened as new cases under new case numbers. Under General Order 19-01, however, amended applications must be filed under the case number of the original application.