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

Documents
• Application for an Order Postponing Service of Warrant
• Proposed Order
• Completed Delayed-Notice Search Warrant Report (Form AO-95)

E-Filing the Extension Request for a Delayed-Notice Search Warrant	
CM/ECF Category	Criminal Events → AUSA - Magistrate Judge Criminal Duty Matters → AUSA CR Duty - Motion Filings.
Select the description that best matches the title of your moving document	Select the description that best matches the title of your moving document. ○ Application ○ Ex Parte Application ○ Motion ○ Request NEXT Clear
Event	Postpone Service of Notice
Selecting the Filer	Click to select **USA [pla]** in the "Select the Party" box.
Uploading PDF Documents	**Main Document:** Upload your Application for an Order Postponing Service of Warrant. **Attachments 1:** Upload your Proposed Order and select the "Proposed Order" description from the drop-down menu in the "Category" field. **Attachments 2:** 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.
Indicate what this is regarding	Indicate what this is regarding (e.g., Search Warrant): _____ NEXT Clear
Select the No Radio Button	Is this an Ex Parte Application for Bond Pending Appeal? ○ Yes ◉ No NEXT Clear
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 filing a request for extension in an MJ case, 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.