

USAO Criminal Duty Matters E-Filing Pilot Project Cheat Sheet

Extension of Time

Created: March 3, 2017
Last Revised: September 18, 2020

Documents

- Ex Parte Application for Extension of Time within which to Retain and Search Digital Devices, Application for Continued Use of a Pen Register and Trap and Trace Device, etc.
- Proposed Order

E-Filing the Request for Extension of Time

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	<p>Select the description that best matches the title of your moving document.</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>
Event	Extension of Time to File 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 Extension of Time.</p> <p>Attachments 1: Upload your Proposed Order and select the “Proposed Order” description from the drop-down menu in the “Category” field.</p>
Describe document the extension relates to	<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>
Skip the Application Hearing screen	<p><i>Motion for Extension of Time to File Document</i></p> <p>Application Hearing set for</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>
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.