

Criminal Duty Matters Electronic Filing Pilot Project

**(For Authorized Filers Within The
United States Attorney's Office)**

USER MANUAL



**United States District Court
Central District of California
Effective November 2, 2020**

Criminal Duty Matters Electronic Filing Pilot Project (USAO)

TABLE OF CONTENTS

I.	GENERAL INFORMATION	1
A)	Scope of Pilot Project.....	1
B)	Filing a New Criminal Duty Matter	1
C)	After Filing a New Criminal Duty Matter	2
	(1) District Judge Criminal Duty Matter	2
	(2) Magistrate Judge Criminal Duty Matter	3
D)	Assistance Available.....	3
II.	INSTRUCTIONS FOR FILING A CRIMINAL DUTY MATTER FOR REVIEW BY A MAGISTRATE JUDGE	4
A)	OPEN A MAGISTRATE JUDGE (MJ) CASE.....	4
	1) Select the Divisional Office and Case Type.....	5
	2) Add Parties	6
	3) Create the Case	8
B)	E-FILE THE APPLICATION	10
	(1) Select the Lead Event.....	12
	(2) Select the Filer	12
	(3) Associate the Filing Attorney with the Filing Party.....	13
	(4) Upload PDF Documents	13
	(5) Modify System-Delivered Docket Text.....	16
	(6) Confirm Final Docket Entry	16

Criminal Duty Matters Electronic Filing Pilot Project (USAO)

(7) Receive Confirmation	17
C. DUTY MAGISTRATE JUDGE E-MAIL NOTIFICATION	18
(1) Send An E-Mail To The Assigned Duty Magistrate Judge	18
(2) Identifying Appropriate Duty Magistrate Judge	18
III. INSTRUCTIONS FOR FILING A CRIMINAL DUTY MATTER FOR REVIEW BY A DISTRICT JUDGE.....	20
A) OPEN A CRIMINAL MISCELLANEOUS (CM) CASE	20
1) Select the Divisional Office and Case Type.....	21
2) Add Parties	22
3) Create the Case	24
B) E-FILE THE APPLICATION	26
(1) Select the Lead Event.....	28
(2) Select the Filer	28
(3) Associate the Filing Attorney with the Filing Party.....	29
(4) Upload PDF Documents.....	29
(5) Modify System-Delivered Docket Text.....	31
(6) Confirm Final Docket Entry	31
(7) Receive Confirmation	32
IV. FILING OTHER DOCUMENTS AT CASE OPENING	33
A) Application For Leave To File Under Seal	33
V. FILING SUBSEQUENT DOCUMENTS.....	36

Criminal Duty Matters Electronic Filing Pilot Project (USAO)

A) Extension Request For Delayed-Notice Search Warrants	36
B) Extension Of Time	40
C) Returned Warrant.....	43
D) Amendments To Magistrate Judge/MJ Case-Initiating Documents	46

Criminal Duty Matters Electronic Filing Pilot Project (USAO)

I. GENERAL INFORMATION

A) SCOPE OF PILOT PROJECT

Effective November 2, as part of a pilot project established by General Order No. 17-02 and expanded by General Order Nos. 19-01 and 20-13, the Court will require that certain types of criminal duty matters¹ be filed electronically in the Court's Case Management/Electronic Case Filing ("CM/ECF") System. After that date, all documents filed by the United States Attorney's Office ("USAO") in criminal duty matters must be filed electronically except:

- Complaints and other charging documents;
- Affidavits re: Out-of-District Arrest Warrants filed under Federal Rule of Criminal Procedure 5(c)(3);
- Documents filed concurrently with such charging documents or affidavits; and
- All Central Violations Bureau ("CVB") matters.

To comply with this requirement, filers in the USAO who may need to file one of these duty matters must be given special access permissions in CM/ECF by court staff. Filers who do not already have such access must contact the Clerk's Office.

B) FILING A NEW CRIMINAL DUTY MATTER

Filing a new duty matter electronically consists of two steps. You must complete BOTH STEPS: (1) Open the case by providing sufficient information about the case for CM/ECF to create a docket; AND (2) file a document presenting the matter to the Court. If you complete step (1) but do not complete step (2), your case will be

¹ Most "criminal duty matters" are matters that are related to an investigation and that require court action prior to the commencement of an actual criminal case by the filing of an indictment, information, or complaint. For administrative purposes, however, such matters are nonetheless assigned a "case" number, have a "case" docket, and will sometimes be referred to herein as "cases." For criminal duty matters handled by magistrate judges, the number assigned to these "cases" ("magistrate judge" or "MJ" cases) is in the following format: 2:20-MJ-12345. For criminal duty matters handled by district judges, the number assigned to these "cases" ("criminal miscellaneous" or "CM" cases) is in the following format: 2:20-CM-12345.

Criminal Duty Matters Electronic Filing Pilot Project (USAO)

administratively closed. Detailed instructions for each of these steps are included in this Manual.²

As explained in more detail below, you will create the docket using a GENERIC NAME, such as “US v. Search Warrant.” For a short time, the caption of the case will be publicly viewable on CM/ECF. (No other information will be public; all documents filed in the case will be automatically sealed by the system upon filing.) It is therefore very important that you use only the generic names provided in this Manual.

You will receive a case number (e.g., 2:20-MJ-12345) during the case opening process. After creating the docket for a new criminal duty matter, add this case number to the caption of all your documents and file them in the new case. You will have at least 24 hours after opening the case in which to file your documents.

C) AFTER FILING A NEW CRIMINAL DUTY MATTER

The filing of the first document in a duty matter will send a Notice of Electronic Filing (“NEF”) to the Court’s Intake department. Court staff will then seal the case, modify the case caption (if applicable), and grant access to the Assistant United States Attorney (“AUSA”) who filed the document. Thereafter, the case, including the caption, will not be visible to anyone outside the court except the assigned AUSA. Granting access will allow the assigned AUSA to view and docket subsequent documents in the case. After completing the initial review procedures, the process will vary depending on whether the matter is being submitted for review by a district judge or a magistrate judge.

(1) DISTRICT JUDGE CRIMINAL DUTY MATTER

For duty matters submitted for review by a district judge, Intake staff will assign a district judge from the duty roster and then notify that judge’s chambers staff of

² In using CM/ECF to open your case electronically, please understand that CM/ECF was originally optimized for internal court use; allowing attorneys to open cases electronically requires that attorneys be given access to parts of the program not initially set up for use by the public. This means that some drop-down menus may contain choices that will never be applicable to you in opening a case and that some fields are for internal use only and should be left blank by you during the case opening process.

Criminal Duty Matters Electronic Filing Pilot Project (USAO)

the filing. The filer does not need to notify chambers or take any other action until and unless requested to do so by the assigned judge.

(2) MAGISTRATE JUDGE CRIMINAL DUTY MATTER

Intake staff will send an email to the AUSA who filed the Application indicating that sealed access has been granted and that the case is ready to proceed.

After receiving this notification from the Clerk's Office that the case is ready, the filer must send an email to the chambers-specific criminal duty email address for the appropriate Duty Magistrate Judge ("Duty MJ"). The notice email must include the following information:

- notice that an Application has been filed and its case number;
- contact information for the responsible agent (if applicable) and the AUSA who filed the Application; and
- if applicable, information regarding any related Applications.

If you fail to email notice to the duty judge promptly after hearing from the Clerk that the case is ready, the Application may not be considered.

The subject line of the email must include the generic name, case number, title, and date filed, as follows: **USA v. Search Warrant - 2:17-mj-00023 - Application for a Search Warrant filed on 3/20/2017.**

Note that, unless directed otherwise by the applicable judge's Procedures and Schedules, it is not necessary to include copies of any documents in the email notice. If your notice email pertains to a matter in which the agent or AUSA would normally proceed to appear before the duty judge, you must wait to receive a response from the judge's CRD or chambers staff providing direction on when and where to appear.

D) ASSISTANCE AVAILABLE

After reading this Manual, please contact the CM/ECF Help Desk at (213) 894-0242 if you have any questions or need any assistance. The Help Desk is staffed Monday to Friday, 8:00 a.m. to 5:00 p.m. (Pacific Time).

Criminal Duty Matters Electronic Filing Pilot Project (USAO)

II. INSTRUCTIONS FOR FILING A CRIMINAL DUTY MATTER FOR REVIEW BY A MAGISTRATE JUDGE

A) OPEN A MAGISTRATE JUDGE (MJ) CASE

Log in to CM/ECF. Click “Criminal” on the menu bar at the top of the CM/ECF screen; this will take you to the “Criminal Events” screen (Figure 1).

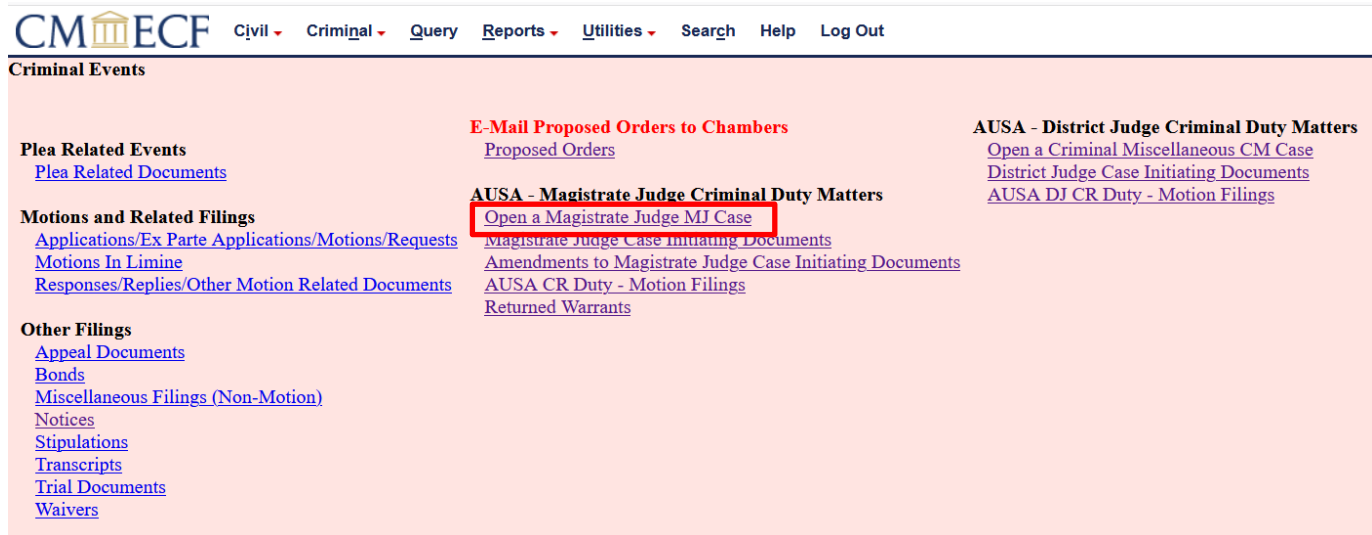


Figure 1

If you are filing a matter for review by a magistrate judge, choose “Open a Magistrate Judge MJ Case” from the “AUSA – Magistrate Judge Criminal Duty Matters” menu. (If you are trying to file a matter for review by a district judge, choose “Open a Criminal Miscellaneous CM Case” from the “AUSA – District Judge Criminal Duty Matters” menu, then follow the steps below in Section III.)

You should then see a screen (Figure 2) asking you to confirm that you are attempting to submit a matter for review by a magistrate judge, not a district judge. If correct, click “NEXT.”

Criminal Duty Matters Electronic Filing Pilot Project (USAO)

Open Magistrate Judge MJ Case

Are You Attempting to Submit a Criminal Duty Matter for Review by a Magistrate Judge?

This event may only be used to submit a criminal duty matter for review by a magistrate judge. If you are attempting to submit a criminal duty matter for review by a district judge, STOP. Return to the **Criminal Events** screen, look for the **AUSA - District Judge Criminal Duty Matters** menu, and choose **Open a Criminal Miscellaneous CM Case**.

If your filing is directed to a magistrate judge, and it is within the scope of the Criminal Duty Matters Electronic Filing Pilot Project set forth in General Order 19-01, continue. Note, however, that the following documents **MUST NOT BE SUBMITTED** using this CM/ECF system:

1. A complaint or other charging document;
2. An Affidavit re: Out-of-District Arrest Warrant filed under Fed. R. Crim. P. 5(c)(3);
3. Any document filed concurrently with a charging document or Affidavit re: Out-of-District Arrest Warrant filed under Fed. R. Crim. P. 5(c)(3);
4. Any CVB matter.

Figure 2

1) SELECT THE DIVISIONAL OFFICE AND CASE TYPE

On the following screen (Figure 3), REVIEW THE WARNING MESSAGE CAREFULLY.

Open Magistrate Judge MJ Case

On the next screen you will be prompted to select values for the **Office**, **Case type**, and **County** fields.

The **Case type** field will default to **CM** - you **MUST** change this selection to **MJ**, or you will not be able to complete the filing process.

For the **Office** field, select the appropriate Central District of California office division. The office code coincides with the location of the AUSA filer: if the AUSA is located in the Western Division USAO, select **Western Division - Los Angeles**; if the AUSA is located in the Eastern Division USAO, select **Eastern Division Riverside**; if the AUSA is located in the Southern Division USAO, select **Southern Division - Santa Ana**.

Choose the option in the **County** field that matches the selection made in the **Office** field. Leave the **Other court name** and **Other court number** fields blank.

Figure 3

On the next screen (Figure 4), you will be prompted to select from drop-down menus for “Case type,” “Office,” and “County.”

For “Case type,” the system defaults to “CM.” YOU MUST CHANGE THIS FIELD TO “MJ” OR YOU WILL NOT BE ABLE TO CONTINUE THROUGH THE ENTIRE CASE OPENING PROCESS.

Criminal Duty Matters Electronic Filing Pilot Project (USAO)

YOU MUST CHANGE THE CASE TYPE TO "MJ"!

CM ECF Civil Criminal Query Reports Utilities Search Help Log Out

Open Magistrate Judge MJ Case

Office: Western Division - Los Angeles

Case type: mj

Date filed: 9/10/2020

County: Los Angeles

Other court

Name: _____ Number: _____

NEXT Clear

Figure 4

For “**Office**,” select the division for the filer’s office (or for the duty judge who will be handling the matter, if different). The drop-down menu for “**County**” lists every county in California, as well as choices for “XX US, Outside California,” and “XX Outside US.” You can choose the location of the filing AUSA’s office or of the appropriate duty judge.

The “**Date filed**” is automatically displayed on the screen and cannot be modified. Leave “**Other court name**” and “**Other court number**” blank.

Once you have made your selections for “**Case type**,” “**Office**,” and “**County**,” click “Next.”

2) ADD PARTIES

The following screen (Figure 5) displays an alert regarding the next step in the process. Please review the message carefully and then click “Next.”

CM ECF Civil Criminal Query Reports Utilities Search Help Log Out

Open Magistrate Judge MJ Case

On the following screens you will be prompted to enter the defendant's information.

IMPORTANT NOTE: On the **Party Information** screen, DO NOT ALTER ANY PRE-POPULATED FIELDS OR ENTER ANY NEW INFORMATION.

NEXT Clear

Figure 5

You will next be asked to identify the “parties” to the case. The United States will automatically appear as the plaintiff, but you will need to select the “defendant.”

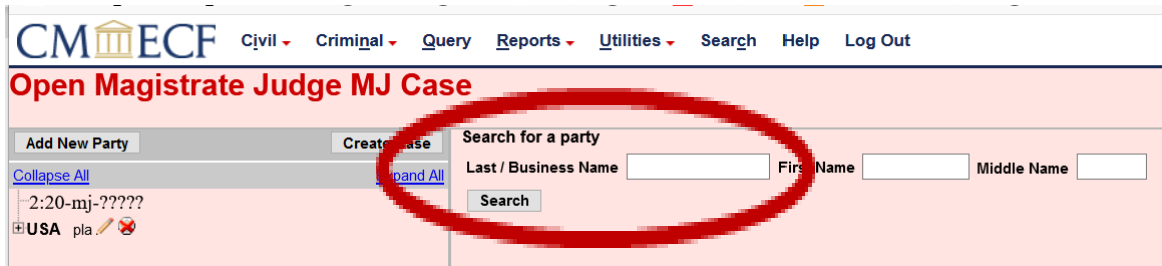
Criminal Duty Matters Electronic Filing Pilot Project (USAO)

However, do not enter anything other than one of the “Defendant Names” listed below. **YOU MUST ENTER ONLY THIS GENERIC, TEMPORARY DESIGNATION. THE “DEFENDANT NAME” WILL APPEAR IN THE CASE CAPTION, WHICH WILL TEMPORARILY BE PUBLICLY VIEWABLE ON CM/ECF.**

On the next screen (Figure 6), type one of these “Defendant Names” into the “Last/Business Name” field and click “Search.”

<u>Defendant Name</u>	<u>Type of Application</u>
▪ “Warrant”	Application for any type of warrant
▪ “Subpoena”	Application for Non-Disclosure of Subpoena
▪ “Criminal Duty Matter”	Application for any other type of criminal duty matter

Use upper- and lowercase letters to input party names (i.e., “Warrant”). DO NOT USE ALL CAPS.



The screenshot shows the CM/ECF Open Magistrate Judge MJ Case search interface. The search form is highlighted with a red oval. The form includes fields for Last / Business Name, First Name, and Middle Name, and a Search button.

Figure 6

Search results will then be displayed (Figure 7). Select an option that matches your search term and click “Select Party.”



The screenshot shows the CM/ECF Open Magistrate Judge MJ Case search interface with search results displayed. The search results list 'Warrant' and 'warrants'. The 'Select Party' button is highlighted with a red oval.

Figure 7

Criminal Duty Matters Electronic Filing Pilot Project (USAO)

You will next see a screen with a number of fields for the entry of information about the “party” you selected (Figure 8). **Do not modify any fields on this screen. Do not alter any of the pre-populated fields or enter any new information. Simply click “Add Party.”**

The screenshot shows the 'Open Magistrate Judge MJ Case' form. The 'Party Information' section is populated with the following data:

Title					
Role	Defendant (dft:pty)	Defendant no.	1		
Pro se	No				
Prisoner Id		Unit			
Office					
Address1					
Address 2		<input type="checkbox"/> Show this address on the docket sheet			
Address 3		City			
State		Zip		Country	
Prison					
Phone		Fax			
E-mail					
Party text					
Start date	9/10/2020	End date			
Corporation		Notice	yes		

The 'Add Party' button is circled in red.

Figure 8

3) CREATE THE CASE

A new search screen will be displayed, similar to Figure 9. Do not make any changes on this screen. Just click “Create Case.”

The screenshot shows the 'Open Magistrate Judge MJ Case' search screen. The 'Create Case' button is circled in red. The search criteria are as follows:

Search for a party					
Last / Business Name		First Name		Middle Name	
Search					

Figure 9

Criminal Duty Matters Electronic Filing Pilot Project (USAO)

A pop-up window will appear (Figure 10). Click “Yes” to proceed with the case opening or “No” to return to the party screen.

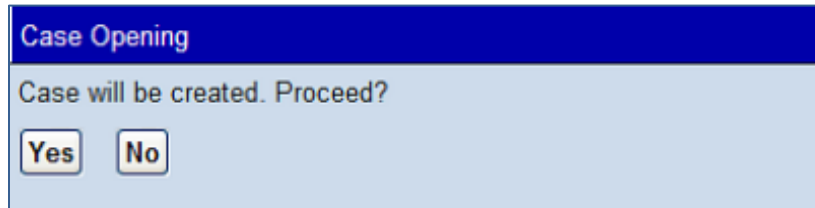


Figure 10

If you click “Yes,” you should then see the following screen (Figure 11):

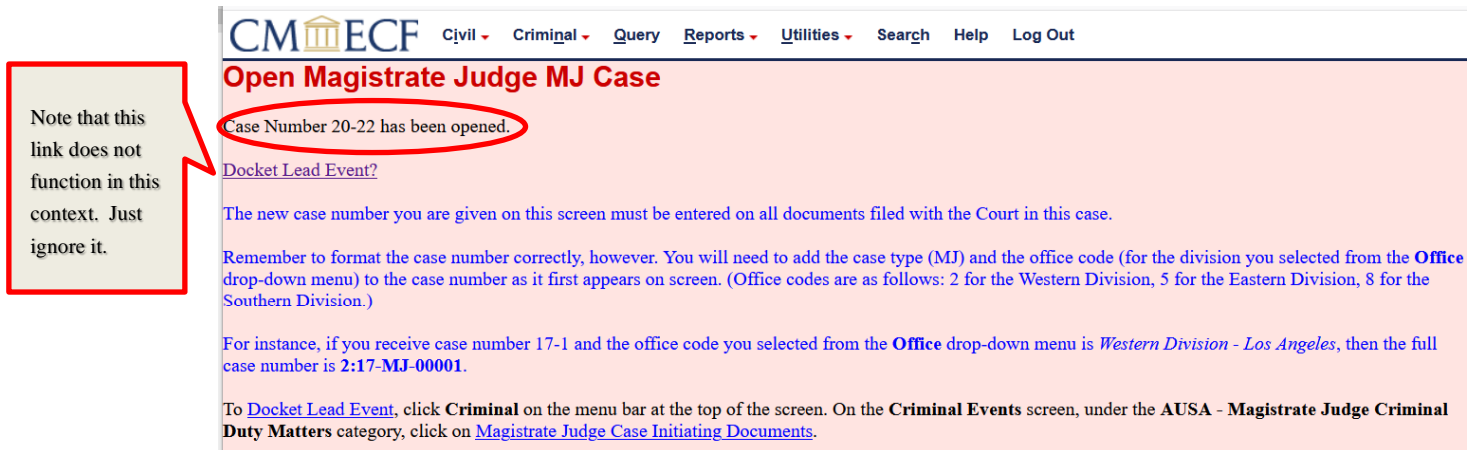


Figure 11

Make a note of the case number provided on this screen. This new case number must be entered on all documents filed with the Court in this case. Remember to format the case number correctly, however. You will need to add the case type (“MJ”) and the office code (for the division you selected from the “Office” drop-down menu shown in Figure 4) to the case number as it first appears on screen. (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 instance, in the example from Figure 11, the full case number is “**2:20-MJ-00022.**”

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. See Section II.B., below, for instructions on how to file and docket Applications.

Criminal Duty Matters Electronic Filing Pilot Project (USAO)

B) E-FILE THE APPLICATION

After opening a new MJ case, you must file and docket the Application. Click “Criminal” on the menu bar at the top of the CM/ECF screen; this will take you to the “Criminal Events” screen. On the “Criminal Events” screen (Figure 12), under the “AUSA – Magistrate Judge Criminal Duty Matters” Category, click on [“Magistrate Judge Case Initiating Documents.”](#)

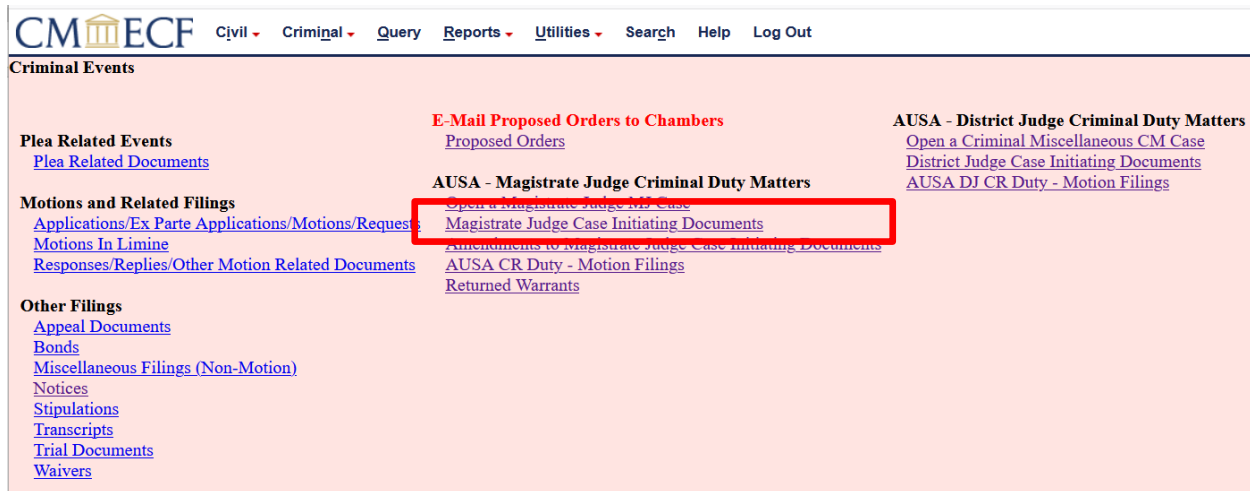


Figure 12

You will next see a version of the following screen (Figure 13):

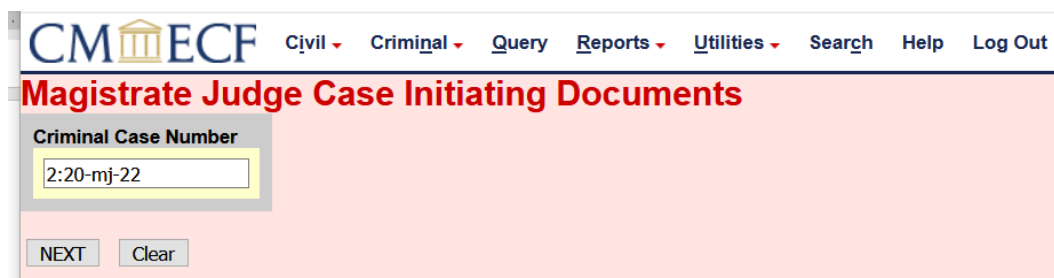


Figure 13

If you access this screen directly after opening a case, the “Criminal Case Number” field should be pre-populated with the case number of the case you just opened. Do not alter any information or click the “Clear” button.

Criminal Duty Matters Electronic Filing Pilot Project (USAO)

If you access this screen after logging out of the system, you must enter the case number of your new case. When the correct case number has been entered, click “Next” to proceed. (You may be shown a screen with a list of multiple cases; if so, check the box next to the correct case, and click “Next.”) When you see the screen shown in Figure 14, verify that the case number and case title are correct, and click “Next.”

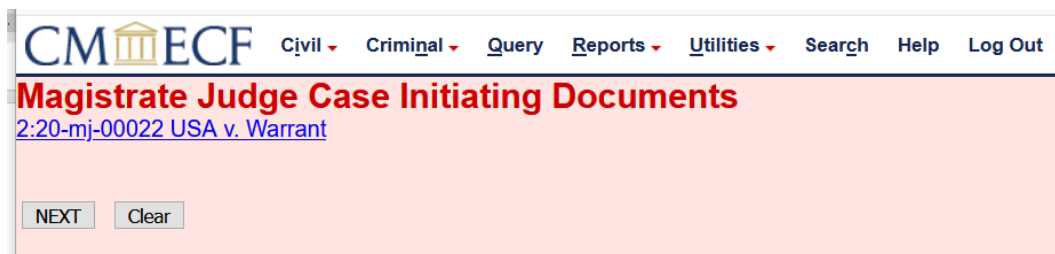


Figure 14

On the following screen (Figure 15), a warning message will be displayed. Please read it carefully, then click “Next.”



Figure 15

Criminal Duty Matters Electronic Filing Pilot Project (USAO)

(1) SELECT THE LEAD EVENT

On the next screen (Figure 16), you will see a list of “Available Events.” You must choose one of these events to identify your Application, then click “NEXT.” These events are programmed to automatically restrict access to your Application. ***If you use any other event to file your Application, it may be accessible by the public.***

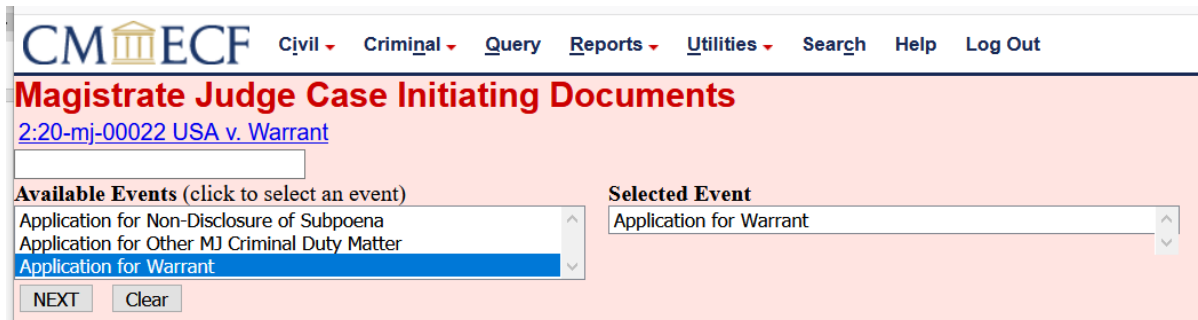


Figure 16

(2) SELECT THE FILER

On the next screen (Figure 17), select “USA [pla]” in the “Select the Party” box and click “Next.”

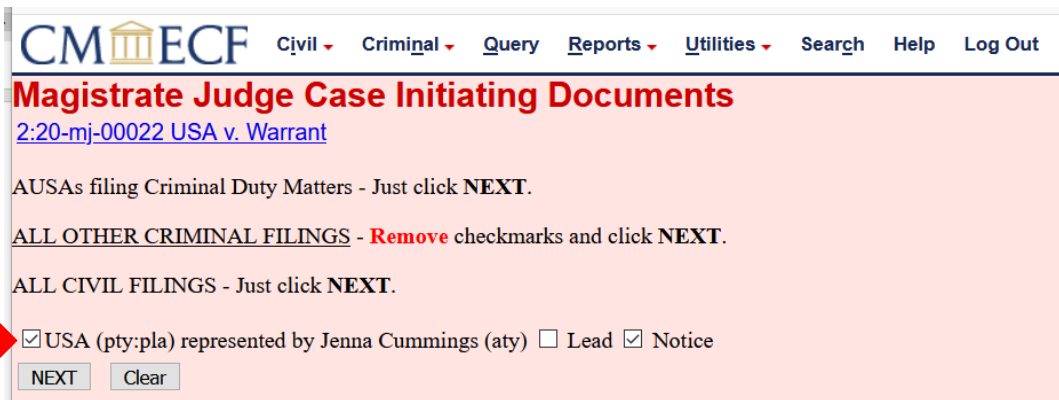


Figure 17

Criminal Duty Matters Electronic Filing Pilot Project (USAO)

(3) ASSOCIATE THE FILING ATTORNEY WITH THE FILING PARTY

You must now link the AUSA to the case docket. The next screen (Figure 18), which is part of the common docketing sequence in all CM/ECF events, provides different instructions for different types of cases. **MAKE SURE THAT THE BOX ON THE BOTTOM LEFT-HAND SIDE OF THE PAGE IS CHECKED.** We also advise checking the “Lead” box to the right. The “Notice” box on the right should be pre-populated with a checkmark – **DO NOT UNCHECK THIS BOX.** When all three boxes are checked, click “Next.”



CM/ECF Civil Criminal Query Reports Utilities Search Help Log Out

Magistrate Judge Case Initiating Documents
[2:20-mj-00022 USA v. Warrant](#)

AUSAs filing Criminal Duty Matters - Just click **NEXT**.

ALL OTHER CRIMINAL FILINGS - **Remove** checkmarks and click **NEXT**.

ALL CIVIL FILINGS - Just click **NEXT**.

USA (pty:pla) represented by Jenna Cummings (aty) Lead Notice

Figure 18

Note that at case opening, the system allows only the AUSA whose PACER username and password are being used to file the Application to be associated with the case. That AUSA may then file a “Notice of Appearance or Withdrawal of Counsel” (Form G-123, available on the Court’s website) for additional AUSAs to be added to the docket as counsel of record and to be given access to the sealed case.

(4) UPLOAD PDF DOCUMENTS

The general process for uploading documents will be the same regardless of the type of lead event you selected. Before proceeding, remember to add your new case number to the caption of all documents you intend to file, and make sure that each document is saved as a PDF file. (Either open your document using word processing software, add the case number, and then save the document as

Criminal Duty Matters Electronic Filing Pilot Project (USAO)

a PDF file, or use the “edit document text” or similar function of Adobe Acrobat to edit a previously created PDF file.)

In brief, upload your case initiating document (the Application) as your “**Main Document**,” upload your Proposed Warrant or Order as “**Attachment 1**,” and if applicable upload your Delayed-Notice Search Warrant Report (Form AO-95) as “**Attachment 2**” to the Main Document. ***If applicable, separately file and upload, using the appropriate event (see Section IV.A., below), the following document:***

- Application for Leave to File Under Seal

After clicking “Next” on the screen shown in Figure 18, you will see some version of the following, depending on the type of event you selected (one possible version is shown in Figure 19; selecting other types of events will result in slight variations of the screen sequence).

CM/ECF Civil Criminal Query Reports Utilities Search Help Log Out

Magistrate Judge Case Initiating Documents

[2:20-mj-00022 USA v. Warrant](#)

Upload the [Application](#) in the **Main Document** section, upload the Proposed Warrant to your Application in the **Attachments 1** section, and if applicable upload Delayed-Notice Search Warrant Report (Form AO-95) in the **Attachments 2** section.

Other document (e.g., Application for Leave to File Under Seal) is to be electronically filed [separately](#) using the event designated for that document.

Select the PDF document and any attachments.

Main Document
Browse... No file selected.

Attachments	Category	Description
1. Browse... No file selected.	<input type="text"/>	<input type="text"/>

NEXT Clear

Figure 19

Main Document: Under “Main Document,” click “Browse”; you will be able to select the PDF version of your Application from wherever it is stored on your system.

Attachments: Under “Attachments,” upload your Proposed Warrant or Order and, if applicable, your Delayed-Notice Search Warrant Report (Form AO-95). In line 1, click “Browse” to select the desired PDF document from your system, and select the **Proposed Warrant** or **Proposed Order** description from the drop-down

Criminal Duty Matters Electronic Filing Pilot Project (USAO)

menu in the “Category” field. If applicable, in line 2, click “Browse” to select the desired PDF document from your system, and select the **Delayed-Notice S/W Report (AO-95)** description from the drop-down menu in the “Category” field.

Important Note: The system requires that you upload a PDF document as your Main Document. A warning message appears (Figure 20) if you do not attach a PDF document, and you will not be able to complete the docket entry.

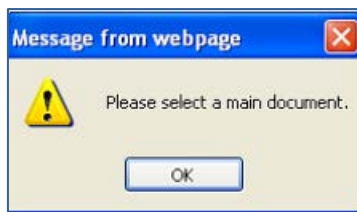


Figure 20

After you have attached all necessary documents, click “Next.” If you selected the event “[Application for Warrant](#),” you will then be asked to select the type of Application you intend to file (Figure 21).

A screenshot of a web application interface. At the top is a navigation bar with the logo "CM/ECF" and several menu items: "Civil", "Criminal", "Query", "Reports", "Utilities", "Search", "Help", and "Log Out". Below the navigation bar is a red header section with the text "Magistrate Judge Case Initiating Documents" and a link "2:20-mj-00022 USA v. Warrant". The main content area has a light pink background and contains the text "Select the type of warrant being requested:". Below this text are five radio button options: "Search Warrant" (which is selected), "Seizure Warrant", "Administrative Inspection Warrant", "Warrant for Tracking Device", and "Other". At the bottom of the form are two buttons: "NEXT" and "Clear".

Figure 21

Select the type of Application, then click “Next.”

If you selected “Application for Other Criminal Duty Matter,” you will see the screen shown in Figure 22. Indicate the relief sought in the available field and click “Next.”

Criminal Duty Matters Electronic Filing Pilot Project (USAO)

CM/ECF Civil Criminal Query Reports Utilities Search Help Log Out

Magistrate Judge Case Initiating Documents

[2:20-mj-00022 USA v. Warrant](#)

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):

Figure 22

(5) MODIFY SYSTEM-DELIVERED DOCKET TEXT

The following screen (Figure 23) displays the system-delivered docket text. If applicable enter a description in the blank text field. Otherwise, click “Next.”

CM/ECF Civil Criminal Query Reports Utilities Search Help Log Out

Magistrate Judge Case Initiating Documents

[2:20-mj-00022 USA v. Warrant](#)

Docket Text: Modify as Appropriate.

APPLICATION for Search Warrant filed by Plaintiff USA. (Not for Public View pursuant to the E-Government Act of 2002) (Attorney Jenna Cummings added to party USA(pty:pla)) (Cummings, Jenna)

Figure 23

(6) CONFIRM FINAL DOCKET ENTRY

You will next see a screen asking you to confirm your filing and the text of your docket entry (Figure 24). This screen should display the final docket text and descriptions of any attachments to your Application. Click “Next” to complete the filing process.

Criminal Duty Matters Electronic Filing Pilot Project (USAO)

CM ECF Civil Criminal Query Reports Utilities Search Help Log Out

Magistrate Judge Case Initiating Documents

[2:20-mj-00022 USA v. Warrant](#)

Docket Text: Final Text

APPLICATION for Search Warrant filed by Plaintiff USA. (Not for Public View pursuant to the E-Government Act of 2002) (Attorney Jenna Cummings added to party USA(pty:pla)) (Cummings, Jenna)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.
Have you redacted?

Source Document Path (for confirmation only):
C:\fakepath\TEST.pdf pages: 1

Figure 24

(7) RECEIVE CONFIRMATION

Next, as a confirmation of your transaction, the Notice of Electronic Filing (“NEF”) is displayed (Figure 25). You should also receive a redacted copy of this NEF, and all future NEFs, by e-mail.

CM ECF Civil Criminal Query Reports Utilities Search Help Log Out

Magistrate Judge Case Initiating Documents

[2:20-mj-00022 USA v. Warrant](#)

U.S. DISTRICT COURT
CENTRAL DISTRICT OF CALIFORNIA

Notice of Electronic Filing

The following transaction was entered by Cummings, Jenna on 9/10/2020 at 6:14 PM PDT and filed on 9/10/2020

Case Name: USA v. Warrant
Case Number: [2:20-mj-00022](#)
Filer: USA
Document Number: [1](#)

Docket Text:
APPLICATION for Search Warrant filed by Plaintiff USA. (Not for Public View pursuant to the E-Government Act of 2002) (Attorney Jenna Cummings added to party USA(pty:pla)) (Cummings, Jenna)

2:20-mj-00022-1 Notice has been electronically mailed to:

2:20-mj-00022-1 Notice has been delivered by First Class U. S. Mail or by other means **BY THE FILER** to :

The following document(s) are associated with this transaction:

Document description: Main Document
Original filename: C:\fakepath\TEST.pdf
Electronic document Stamp:
[STAMP dcecfStamp_ID=1020290914 [Date=9/10/2020] [FileNumber=339628-0]
[a8e8f11c4e129932d6e21aa95a28b40e72fb64ad0647810004c327d3ce23f011ca6a
8b6449230f68a04b12aabad724a5079601001f6b86a1a91bf25d758b3637]]

Figure 25

Criminal Duty Matters Electronic Filing Pilot Project (USAO)

Note that even the filer of this document will not be able to view the document in CM/ECF until after Clerk's Office staff have processed the case and granted the filer access to sealed documents.

C. DUTY MAGISTRATE JUDGE E-MAIL NOTIFICATION

(1) SEND AN E-MAIL TO THE ASSIGNED DUTY MAGISTRATE JUDGE

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. 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). The notice email must include the following information: notice that an Application has been filed, the case number, and contact information for the responsible agent (if applicable) and the AUSA who filed the Application. (Unless the applicable duty magistrate judge's Procedures and Schedules provide otherwise, it is not necessary to provide copies of any documents in the email notice; all documents will be available to the Court through CM/ECF.)

The subject line of the email must include the generic name, case number, title and date filed, as follows: **USA v. Warrant - 2:17-mj-00023 - Application for a Warrant filed on 3/20/2017**. If your notice email pertains to a matter in which the agent or AUSA would normally proceed to appear before the duty judge, you must wait to receive a response from the judge's CRD or chambers staff providing direction on when and where to appear.

Note: 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.

(2) IDENTIFYING APPROPRIATE DUTY MAGISTRATE JUDGE

For new Applications e-filed between 8:00 a.m. and 4:00 p.m. on regular Court days, the notice email must be sent to the magistrate judge on criminal document duty that day. For new Applications e-filed after 4:00 p.m. that do not require

Criminal Duty Matters Electronic Filing Pilot Project (USAO)

emergency attention, the notice email must be sent to the magistrate judge on criminal document duty the next regular Court day.

For new Applications e-filed between 4:01 p.m. and 8:00 a.m. the next regular Court day that require emergency attention, 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 may not be 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. Note that the magistrate judge on after-hours duty as of 4:01 p.m. receives applications that require emergency attention until 8:00 a.m. the following day.

For Applications that have already been denied by a previous duty judge and that are being re-filed with amendments or corrections, 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. For previously denied Applications re-filed between 4:01 p.m. and 8:00 a.m. the next regular Court day that require emergency attention, 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.

Criminal Duty Matters Electronic Filing Pilot Project (USAO)

III. INSTRUCTIONS FOR FILING A CRIMINAL DUTY MATTER FOR REVIEW BY A DISTRICT JUDGE

A) OPEN A CRIMINAL MISCELLANEOUS (CM) CASE

Log in to CM/ECF. Click “Criminal” on the menu bar at the top of the CM/ECF screen; this will take you to the “Criminal Events” screen (Figure 26).

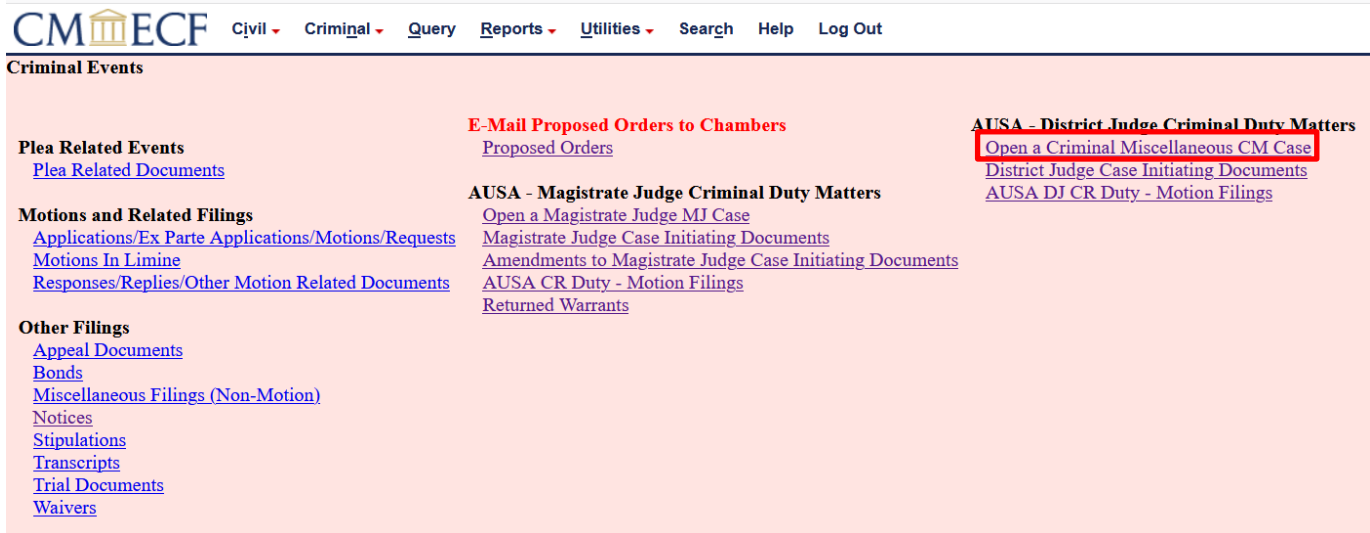


Figure 26

If you are filing a matter for review by a district judge, choose “Open a Criminal Miscellaneous CM Case” from the “AUSA – District Judge Criminal Duty Matters” menu. (If you are trying to file a matter for review by a magistrate judge, choose “Open a Magistrate Judge MJ Case” from the “AUSA – Magistrate Judge Criminal Duty Matters” menu, then follow the steps above in Section II.)

You should then see a screen (Figure 27) asking you to confirm that you are attempting to submit a matter for review by a district judge, not a magistrate judge. If correct, click “NEXT.”

Criminal Duty Matters Electronic Filing Pilot Project (USAO)



Figure 27

1) SELECT THE DIVISIONAL OFFICE AND CASE TYPE

On the following screen (Figure 28), review the information provided and click “Next”:

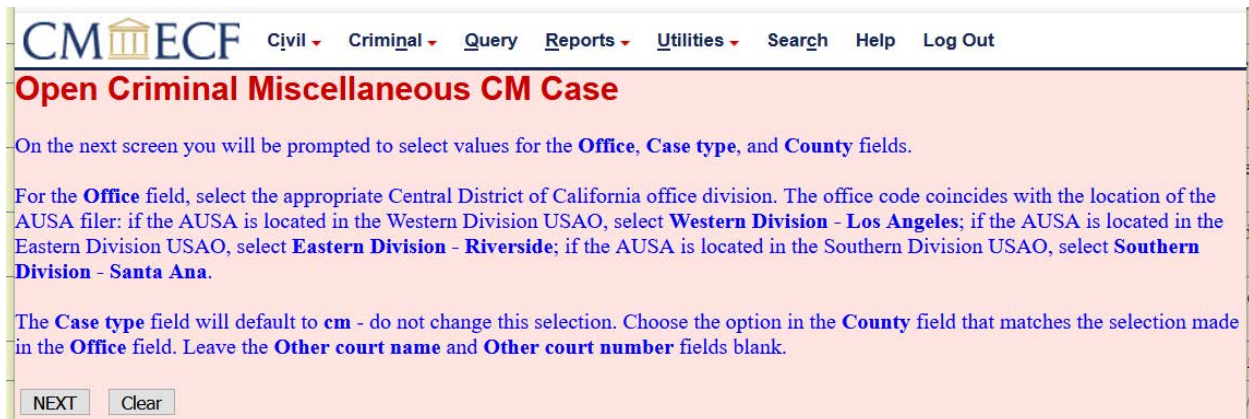
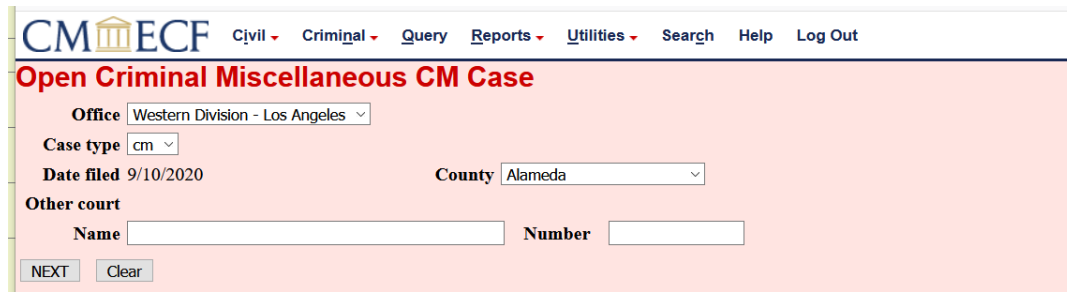


Figure 28

On the next screen (Figure 29), you will be prompted to select from drop-down menus for “Case type,” “Office,” and “County.”

For “**Case type**,” the system default is “cm.” Do not alter this selection.

Criminal Duty Matters Electronic Filing Pilot Project (USAO)



The screenshot shows the CM ECF interface for opening a Criminal Miscellaneous CM Case. The navigation bar includes links for Civil, Criminal, Query, Reports, Utilities, Search, Help, and Log Out. The main heading is 'Open Criminal Miscellaneous CM Case'. Below this, there are several input fields: 'Office' is set to 'Western Division - Los Angeles', 'Case type' is 'cm', 'Date filed' is '9/10/2020', and 'County' is 'Alameda'. There are also empty fields for 'Other court Name' and 'Other court Number'. At the bottom left, there are 'NEXT' and 'Clear' buttons.

Figure 29

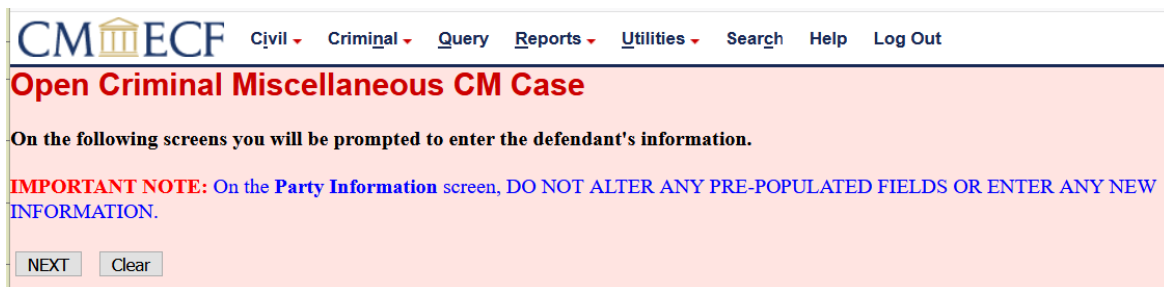
For “**Office**,” select the division for the filer’s office (or for the duty judge who will be handling the matter, if different). The drop-down menu for “**County**” lists every county in California, as well as choices for “XX US, Outside California,” and “XX Outside US.” You can choose the location of the filing AUSA’s office or of the appropriate duty judge.

The “**Date filed**” is automatically displayed on the screen and cannot be modified. Leave “**Other court name**” and “**Other court number**” blank.

Once you have made your selections for “**Office**” and “**County**,” click “Next.”

2) ADD PARTIES

The following screen (Figure 30) displays an alert regarding the next step in the process. Please review the message carefully and then click “Next.”



The screenshot shows the same CM ECF interface as Figure 29, but with an alert message. The message reads: 'On the following screens you will be prompted to enter the defendant's information. IMPORTANT NOTE: On the Party Information screen, DO NOT ALTER ANY PRE-POPULATED FIELDS OR ENTER ANY NEW INFORMATION.' The 'NEXT' and 'Clear' buttons are still present at the bottom left.

Figure 30

You will next be asked to identify the “parties” to the case. The United States will automatically appear as the plaintiff, but you will need to select the “defendant.” However, do not enter anything other than one of the “Defendant Names” listed below. **YOU MUST ENTER ONLY THIS GENERIC, TEMPORARY DESIGNATION. THE**

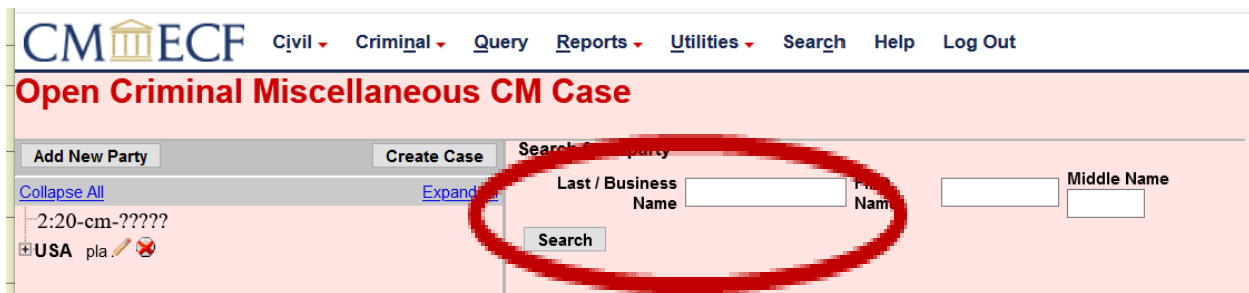
Criminal Duty Matters Electronic Filing Pilot Project (USAO)

“DEFENDANT NAME” WILL APPEAR IN THE CASE CAPTION, WHICH WILL TEMPORARILY BE PUBLICLY VIEWABLE ON CM/ECF.

On the next screen (Figure 31), type one of these “Defendant Names” into the “Last/Business Name” field and click “Search.”

<u>Defendant Name</u>	<u>Type of Application</u>
▪ “DJ CR Duty Matter”	Application for any type of duty matter reviewed by district judge not listed below
▪ “Grand Jury Proceedings”	Notice of Grand Jury Empanelment
▪ “Forfeiture Extension Stipulation”	Stipulation to Extend Time to File Forfeiture Complaint
▪ “Leave to Practice”	Application for Leave of Court to Practice Under LR 83-2.1.4.1

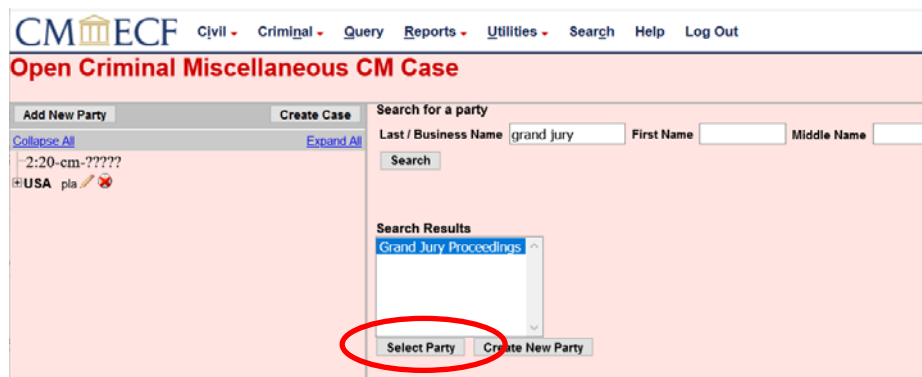
Use upper- and lowercase letters to input party names (i.e., “Grand Jury Proceedings”). DO NOT USE ALL CAPS.



The screenshot shows the CM/ECF interface for an 'Open Criminal Miscellaneous CM Case'. The navigation bar includes 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', 'Search', 'Help', and 'Log Out'. The main heading is 'Open Criminal Miscellaneous CM Case'. Below this, there are buttons for 'Add New Party' and 'Create Case'. The 'Search for a party' section is highlighted with a red circle and contains three input fields: 'Last / Business Name', 'First Name', and 'Middle Name', with a 'Search' button below them.

Figure 31

Search results will then be displayed (Figure 32). Select an option that matches your search term and click “Select Party.”



The screenshot shows the same CM/ECF interface as Figure 31, but now displaying search results. The 'Search Results' dropdown menu is highlighted with a red circle and shows 'Grand Jury Proceedings' selected. Below the dropdown are two buttons: 'Select Party' and 'Create New Party'.

Figure 32

Criminal Duty Matters Electronic Filing Pilot Project (USAO)

You will next see a screen with a number of fields for the entry of information about the “party” you selected (Figure 33). **Do not modify any fields on this screen. Do not alter any of the pre-populated fields or enter any new information. Simply click “Add Party.”**

The screenshot shows the CM ECF interface for 'Open Criminal Miscellaneous CM Case'. The top navigation bar includes 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', 'Search', 'Help', and 'Log Out'. The main content area is divided into two sections: 'Add New Party' and 'Create Case'. The 'Add New Party' section shows a search result for 'USA pla' with a red 'X' icon. The 'Create Case' section is titled 'Party Information Grand Jury Proceedings' and contains various input fields: Title, Role (set to 'Defendant (dft:pty)'), Defendant no. (set to '1'), Pro se (set to 'No'), Prisoner Id, Office, Address 1, Address 2, Address 3, State, Zip, City, Country, Prison, Phone, Fax, E-mail, Party text, Start date (set to '9/11/2020'), End date, and Notice (set to 'yes'). A red circle highlights the 'Add Party' button at the bottom of the 'Create Case' section.

Figure 33

3) CREATE THE CASE

A new search screen will be displayed, similar to Figure 34. Do not make any changes on this screen. Just click “Create Case.”

The screenshot shows the CM ECF interface for 'Open Criminal Miscellaneous CM Case'. The top navigation bar is the same as in Figure 33. The main content area is divided into two sections: 'Add New Party' and 'Create Case'. The 'Add New Party' section shows a search result for 'USA pla' with a red 'X' icon. The 'Create Case' section is titled 'Search for a party' and contains input fields for 'Last / Business Name', 'First Name', and 'Middle Name', along with a 'Search' button. A red circle highlights the 'Create Case' button at the top of the 'Create Case' section.

Figure 34

Criminal Duty Matters Electronic Filing Pilot Project (USAO)

A pop-up window will appear (Figure 35). Click “Yes” to proceed with the case opening or “No” to return to the party screen.

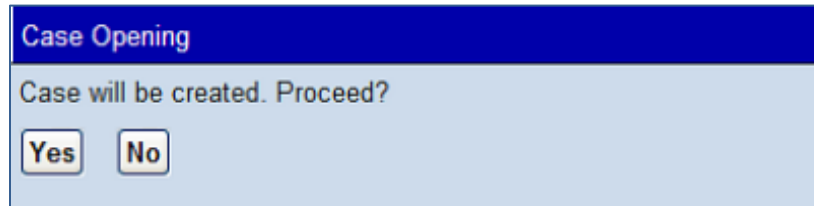


Figure 35

If you click “Yes,” you should then see the following screen (Figure 36):

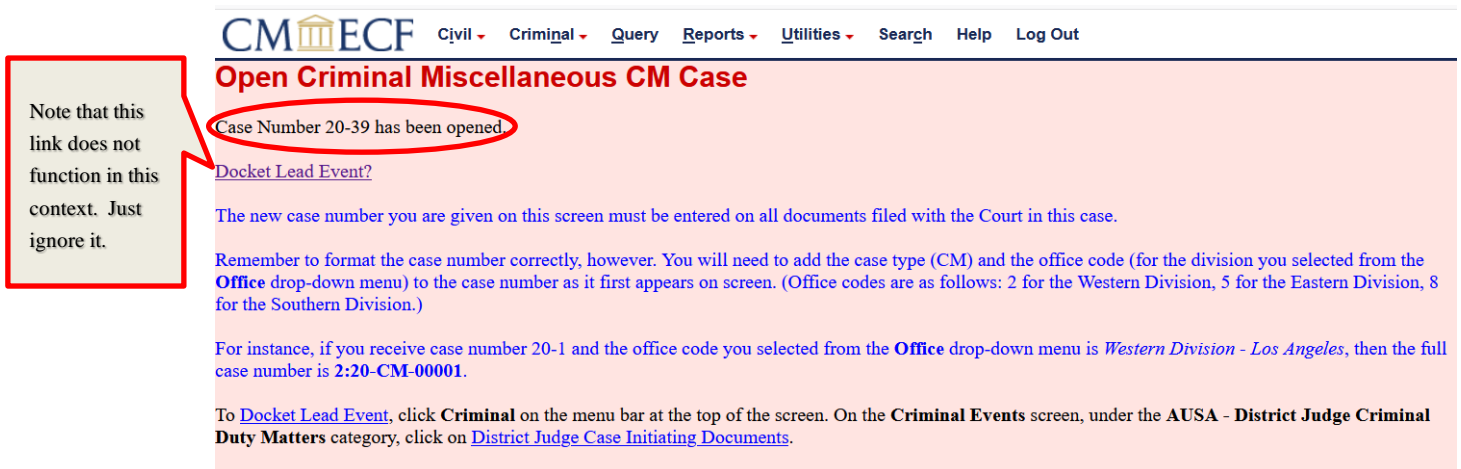
A screenshot of the CM ECF web interface. The top navigation bar includes "CM ECF" and several menu items: "Civil", "Criminal", "Query", "Reports", "Utilities", "Search", "Help", and "Log Out". The main heading is "Open Criminal Miscellaneous CM Case". Below this, a link "Case Number 20-39 has been opened" is circled in red. A callout box with a red border and a pointer to the link contains the text: "Note that this link does not function in this context. Just ignore it." Below the link, there is a "Docket Lead Event?" link and several paragraphs of instructional text regarding case number formatting and navigation.

Figure 36

Make a note of the case number provided on this screen. This new case number must be entered on all documents filed with the Court in this case. Remember to format the case number correctly, however. You will need to add the case type (“**CM**”) and the office code (for the division you selected from the “Office” drop-down menu shown in Figure 29) to the case number as it first appears on screen. (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 instance, in the example from Figure 36, the full case number is “**2:20-CM-00039.**”

You must now file and docket an Application or other initiating document to complete the opening of your new case. You will have at least 24 hours in which to file your documents, but if you do not do so, the case will be

Criminal Duty Matters Electronic Filing Pilot Project (USAO)

administratively closed. See Section III.B., below, for instructions on how to file and docket Applications.

B) E-FILE THE APPLICATION

After opening a new CM case, you must file and docket the Application or other case-initiating document. Click “Criminal” on the menu bar at the top of the CM/ECF screen; this will take you to the “Criminal Events” screen. On the “Criminal Events” screen (Figure 37), under the “AUSA – District Judge Criminal Duty Matters” Category, click on “[District Judge Case Initiating Documents.](#)”

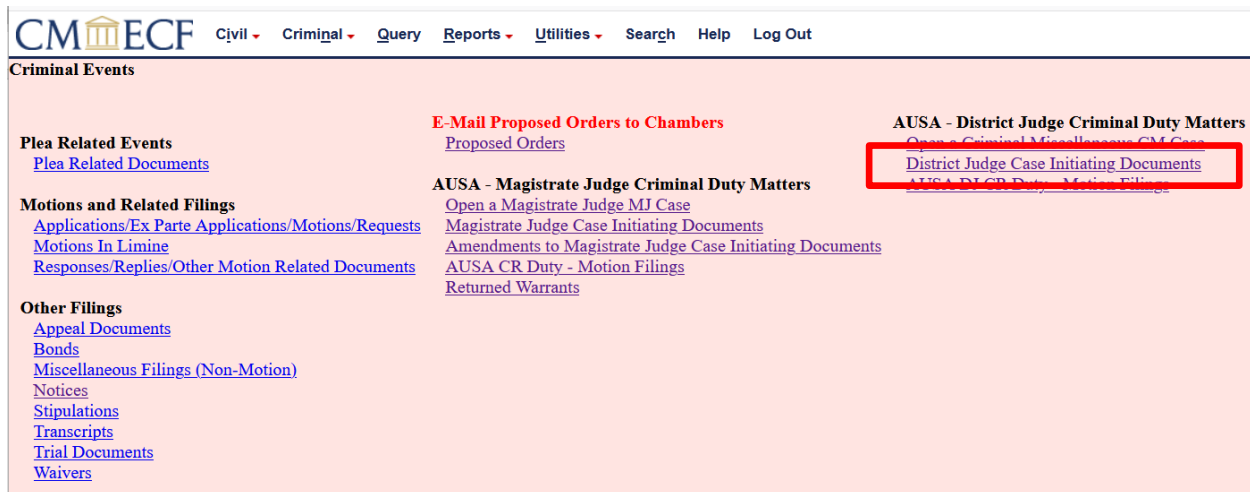


Figure 37

You will next see a version of the following screen (Figure 38):

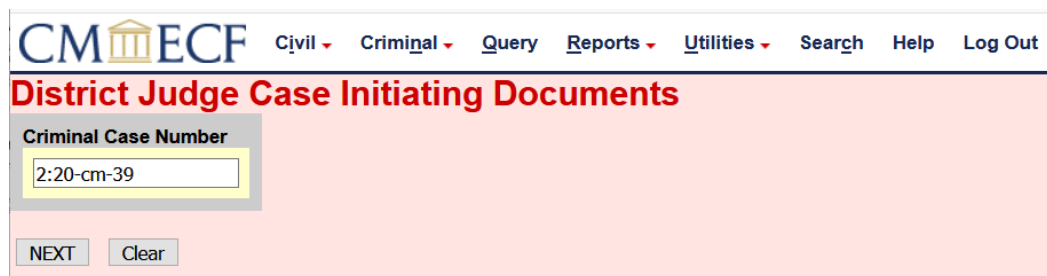


Figure 38

Criminal Duty Matters Electronic Filing Pilot Project (USAO)

If you access this screen directly after opening a case, the “Criminal Case Number” field should be pre-populated with the case number of the case you just opened. Do not alter any information or click the “Clear” button.

If you access this screen after logging out of the system, you must enter the case number of your new case. When the correct case number has been entered, click “Next” to proceed. (You may be shown a screen with a list of multiple cases; if so, check the box next to the correct case, and click “Next.”) When you see the screen shown in Figure 39, verify that the case number and case title are correct, and click “Next.”

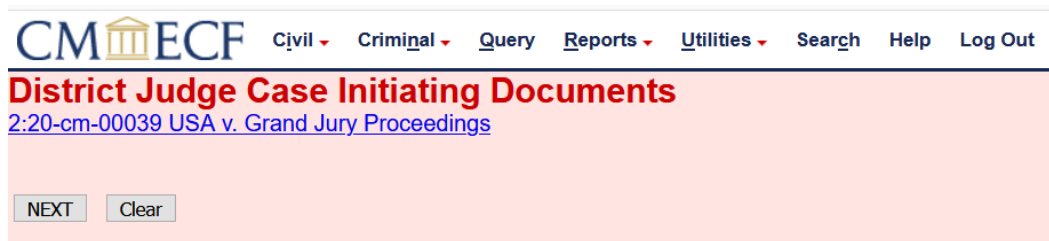


Figure 39

On the following screen (Figure 40), a warning message will be displayed. Please read it carefully, then click “Next.”



Figure 40

Criminal Duty Matters Electronic Filing Pilot Project (USAO)

(1) SELECT THE LEAD EVENT

On the next screen (Figure 41), you will see a list of “Available Events.” You must choose one of these events to identify your document, then click “NEXT.” **Two of these events (as marked) are programmed to automatically restrict access to your document. The other two will not be sealed and will be public on filing. Please be sure to pick the appropriate event.**

District Judge Case Initiating Documents
2:20-cm-00039 USA v. Grand Jury Proceedings

Available Events (click to select an event)

- Application Re District Judge Criminal Duty Matter - Sealed
- Application for Leave of Court to Practice Under LR 83-2.1.4.1 - Sealed
- Notice of Grand Jury Empanelment - Sealed**
- Stipulation to Extend Time to File Forfeiture Complaint - Not Sealed

NEXT Clear

Selected Event

Notice of Grand Jury Empanelment - Sealed

Figure 41

(2) SELECT THE FILER

On the next screen (Figure 42), select “USA [pla]” in the “Select the Party” box and click “Next.”

CM ECF Civil Criminal Query Reports Utilities Search Help Log Out

District Judge Case Initiating Documents
2:20-cm-00039 USA v. Grand Jury Proceedings

Select the filer or party as indicated in display message.

Select the Party:

- USA [pla]**
- Grand Jury Proceedings [dft]

Next Clear

Figure 42

Criminal Duty Matters Electronic Filing Pilot Project (USAO)

(3) ASSOCIATE THE FILING ATTORNEY WITH THE FILING PARTY

You must now link the AUSA to the case docket. The next screen (Figure 43), which is part of the common docketing sequence in all CM/ECF events, provides different instructions for different types of cases. **MAKE SURE THAT THE BOX ON THE BOTTOM LEFT-HAND SIDE OF THE PAGE IS CHECKED.** We also advise checking the “Lead” box to the right. The “Notice” box on the right should be pre-populated with a checkmark – **DO NOT UNCHECK THIS BOX.** When all three boxes are checked, click “Next.”



CM/ECF Civil Criminal Query Reports Utilities Search Help Log Out

District Judge Case Initiating Documents
[2:20-cm-00039 USA v. Grand Jury Proceedings](#)

AUSAs filing Criminal Duty Matters - Just click **NEXT**.

ALL OTHER CRIMINAL FILINGS - **Remove** checkmarks and click **NEXT**.

ALL CIVIL FILINGS - Just click **NEXT**.

USA (pty:pla) represented by Jenna Cummings (aty) Lead Notice

Figure 43

Note that at case opening, the system allows only the AUSA whose CM/ECF login and password are being used to file the Application to be associated with the case. That AUSA may then file a “Notice of Appearance or Withdrawal of Counsel” (Form G-123, available on the Court’s website) for additional AUSAs to be added to the docket as counsel of record and to be given access to the sealed case.

(4) UPLOAD PDF DOCUMENTS

The general process for uploading documents will be the same regardless of the type of lead event you selected. Before proceeding, remember to add your new case number to the caption of all documents you intend to file, and make sure that each document is saved as a PDF file. (Either open your document using word processing software, add the case number, and then save the document as

Criminal Duty Matters Electronic Filing Pilot Project (USAO)

a PDF file, or use the “edit document text” or similar function of Adobe Acrobat to edit a previously created PDF file.)

In brief, upload your case initiating document (the Application) as your “**Main Document**,” upload your Proposed Warrant or Order as “**Attachment 1**,” and if applicable upload your Delayed-Notice Search Warrant Report (Form AO-95) as “**Attachment 2**” to the Main Document. ***If applicable, separately file and upload, using the appropriate event (see Section IV.A., below), the following document:***

- Application for Leave to File Under Seal

After clicking “Next” on the screen shown in Figure 43, you will see some version of the following, depending on the type of event you selected (one possible version is shown in Figure 44; selecting other types of events will result in slight variations of the screen sequence):

CM ECF Civil Criminal Query Reports Utilities Search Help Log Out

District Judge Case Initiating Documents

[2:20-cm-00039 USA v. Grand Jury Proceedings](#)

Upload the [Notice of Grand Jury Empanelment](#) in the **Main Document** section.

Other documents should be electronically filed [separately](#) using the events designated for those documents.

Select the PDF document and any attachments.

Main Document
Browse... No file selected.

Attachments	Category	Description
1. Browse... No file selected.	<input type="text"/>	<input type="text"/>

NEXT Clear

Figure 44

Main Document: Under “Main Document,” click “Browse”; you will be able to select the PDF version of your Application from wherever it is stored on your system.

Attachments: Under “Attachments,” upload any necessary attachments, such as a proposed order. In line 1, click “Browse” to select the desired PDF document

Criminal Duty Matters Electronic Filing Pilot Project (USAO)

from your system, and select the **Proposed Order** or other appropriate description from the drop-down menu in the “Category” field. Repeat as needed for any additional attachments.

Important Note: The system requires that you upload a PDF document as your Main Document. A warning message appears (Figure 45) if you do not attach a PDF document, and you will not be able to complete the docket entry.

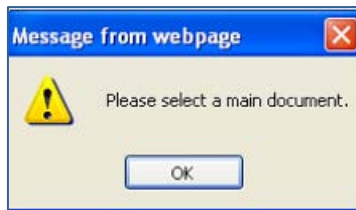


Figure 45

After you have attached all necessary documents, click “Next.”

(5) MODIFY SYSTEM-DELIVERED DOCKET TEXT

The following screen (Figure 46) displays the system-delivered docket text. If applicable, enter a description in the blank text field. Otherwise, click “Next.”

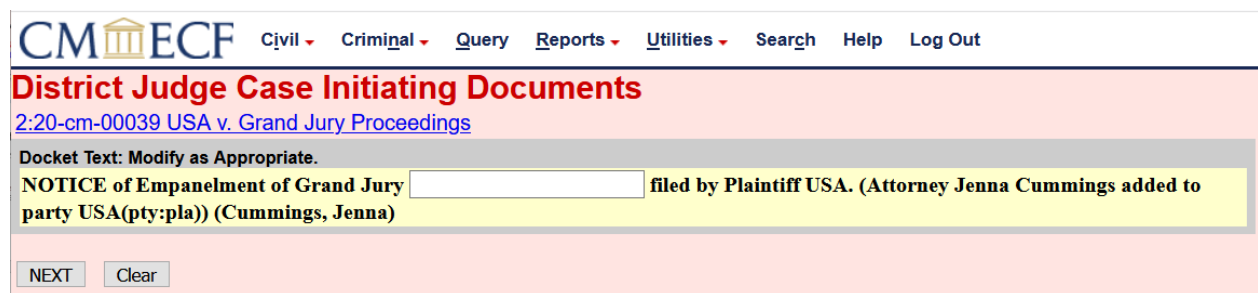


Figure 46

(6) CONFIRM FINAL DOCKET ENTRY

You will next see a screen asking you to confirm your filing and the text of your docket entry (Figure 47). This screen should display the final docket text and descriptions of any attachments to your Application. Click “Next” to complete the filing process.

Criminal Duty Matters Electronic Filing Pilot Project (USAO)

CM/ECF Civil Criminal Query Reports Utilities Search Help Log Out

District Judge Case Initiating Documents

[2:20-cm-00039 USA v. Grand Jury Proceedings](#)

Docket Text: Final Text

NOTICE of Empanelment of Grand Jury filed by Plaintiff USA. (Attorney Jenna Cummings added to party USA(pty:pla)) (Cummings, Jenna)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.
Have you redacted?

Source Document Path (for confirmation only):
C:\fakepath\TEST.pdf pages: 1

Figure 47

(7) RECEIVE CONFIRMATION

Next, as a confirmation of your transaction, the Notice of Electronic Filing (“NEF”) is displayed (Figure 48). You should also receive a redacted copy of this NEF, and all future NEFs, by e-mail.

CM/ECF Civil Criminal Query Reports Utilities Search Help Log Out

District Judge Case Initiating Documents

[2:20-cm-00039 USA v. Grand Jury Proceedings](#)

U.S. DISTRICT COURT
CENTRAL DISTRICT OF CALIFORNIA

Notice of Electronic Filing

The following transaction was entered by Cummings, Jenna on 9/11/2020 at 12:45 PM PDT and filed on 9/11/2020

Case Name: USA v. Grand Jury Proceedings
Case Number: [2:20-cm-00039](#)
Filer: USA
Document Number: [1](#)

Docket Text:
NOTICE of Empanelment of Grand Jury filed by Plaintiff USA. (Attorney Jenna Cummings added to party USA(pty:pla)) (Cummings, Jenna)

2:20-cm-00039-1 Notice has been electronically mailed to:

2:20-cm-00039-1 Notice has been delivered by First Class U. S. Mail or by other means **BY THE FILER** to :

The following document(s) are associated with this transaction:

Document description: Main Document
Original filename: C:\fakepath\TEST.pdf
Electronic document Stamp:
[STAMP deecfStamp_ID=1020290914 [Date=9/11/2020] [FileNumber=339631-0]
[3ec4569768e9271a1516d33c8ea7940f26980c3dd628042da29b11641636b995e219
3f2760e4ec4f8288aa51a13daef1df754b71571ee20d3fc3518854e987af]]

Figure 48

Criminal Duty Matters Electronic Filing Pilot Project (USAO)

Note that even the filer of this document will not be able to view the document in CM/ECF until after Clerk's Office staff have processed the case and granted the filer access to sealed documents. Also note that the filer DOES NOT need to send notice to chambers for a CM duty matter; Clerk's Office staff will provide notice.

IV. FILING OTHER DOCUMENTS AT CASE OPENING

A) APPLICATION FOR LEAVE TO FILE UNDER SEAL

The case initiating document (the Application, Notice, or Stipulation), all attachments, and the text of the docket entry will automatically be sealed upon filing. If the Application pertains to a warrant, the matter will remain sealed until the warrant, if approved, issued, and executed, is returned; a separate Application for Leave to File Under Seal is not necessary unless the filer believes that documents filed in a warrant matter should remain under seal after the executed warrant has been returned. In that event, or for other types of matters not explicitly sealed by General Order, local or federal rule, or statute, a court order to keep the case or documents under seal must be obtained. If necessary, a separate Application for Leave to File Under Seal should be electronically filed as docket number two (Dkt. No. 2) in the case, with a Proposed Order attached.

To file an Application for Leave to File Under Seal, click "Criminal" on the menu bar at the top of the CM/ECF screen; this will take you to the "Criminal Events" screen. On the "Criminal Events" screen (Figure 49), click either "[AUSA CR Duty - Motion Filings](#)" under the "AUSA – Magistrate Judge Criminal Duty Matters" menu or "[AUSA DJ CR Duty - Motion Filings](#)" under the "AUSA – District Judge Criminal Duty Matters" menu.



Figure 49

Criminal Duty Matters Electronic Filing Pilot Project (USAO)

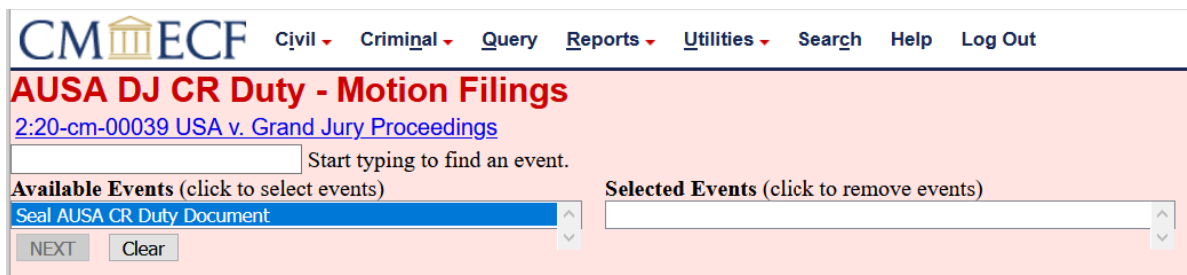
The next screen (not shown) will ask for your case number; enter or confirm the number as needed and click “NEXT.” On the following screen, confirm the system has located the correct case, and click “NEXT.” Click the button next to the description that best matches the title of your moving document (Figure 50) and click “NEXT.”



The screenshot shows the CM ECF web interface. At the top, there is a navigation bar with the CM ECF logo and links for Civil, Criminal, Query, Reports, Utilities, Search, Help, and Log Out. Below the navigation bar, the page title is "AUSA DJ CR Duty - Motion Filings" with a sub-link "2:20-cm-00039 USA v. Grand Jury Proceedings". The main content area contains the instruction "Select the description that best matches the title of your moving document." followed by four radio button options: Application, Ex Parte Application, Motion, and Request. At the bottom of the form, there are two buttons: "NEXT" and "Clear".

Figure 50

On the next screen (Figure 51), select “Seal AUSA CR Duty Document” from the “Available Events” menu, and click “NEXT.”



The screenshot shows the CM ECF web interface. At the top, there is a navigation bar with the CM ECF logo and links for Civil, Criminal, Query, Reports, Utilities, Search, Help, and Log Out. Below the navigation bar, the page title is "AUSA DJ CR Duty - Motion Filings" with a sub-link "2:20-cm-00039 USA v. Grand Jury Proceedings". The main content area contains a search box with the placeholder text "Start typing to find an event." Below the search box, there are two dropdown menus. The first dropdown menu is labeled "Available Events (click to select events)" and has "Seal AUSA CR Duty Document" selected. The second dropdown menu is labeled "Selected Events (click to remove events)" and is currently empty. At the bottom of the form, there are two buttons: "NEXT" and "Clear".

Figure 51

On the next screen (not shown), click on “USA [pla]” in the “Select the Party” box, and click “Next.” Then, on the screen shown in Figure 52, upload your Application for Leave to File Under Seal as your “Main Document,” upload your Proposed Order as “Attachment 1” to the Main Document, and select the “Proposed Order” description from the drop-down menu in the “Category” field.

Criminal Duty Matters Electronic Filing Pilot Project (USAO)

CM ECF Civil Criminal Query Reports Utilities Search Help Log Out

AUSA DJ CR Duty - Motion Filings

[2:20-cm-00039 USA v. Grand Jury Proceedings](#)

Upload the Application in the **Main Document** section, upload the Proposed Order to your Application in the **Attachments 1** section.

Select the PDF document and any attachments.

Main Document
Browse... No file selected.

Attachments	Category	Description
1. Browse... No file selected.	<input type="text"/>	<input type="text"/>

NEXT Clear

Figure 52

After you have attached all necessary documents, click “Next.” If you chose “Ex Parte Application” on the screen shown in Figure 50, you will next see a screen (not shown) that asks, “Is this an Ex Parte Application for Bond Pending Appeal?” Click “No” and “Next.” If you chose anything other than “Ex Parte Application” on the screen shown in Figure 50, you will next see a screen (not shown) for setting a hearing. Do not enter a date or time; simply click “Next” to continue. The following screen (Figure 53) displays the 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. Otherwise, click “Next.”

CM ECF Civil Criminal Query Reports Utilities Search Help Log Out

AUSA DJ CR Duty - Motion Filings

[2:20-cm-00039 USA v. Grand Jury Proceedings](#)

Docket Text: Modify as Appropriate.

APPLICATION TO SEAL Criminal Duty Document filed by Plaintiff USA. (Cummings, Jenna)

NEXT Clear

Figure 53

On the next screen (not shown), follow the onscreen prompts, and proceed with the filing according to standard electronic filing protocols.

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 Matters Electronic Filing Pilot Project (USAO)

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. No such notice need be sent in a CM case.

V. FILING SUBSEQUENT DOCUMENTS

If you ever need to file a subsequent document in a criminal duty matter docket to which no current AUSA has been granted filing access, please contact Clerk's Office Intake staff for assistance. Email Criminal Intake with the case number, the name of the AUSA requesting access, and the judge.

MAGISTRATE JUDGE/MJ CASES: *Please remember that, for every subsequent document filed in an "MJ" case on which court action is required, you must send a notice email to the duty judge.* Magistrate judge criminal duty matters are never assigned to individual judges. Thus, no judge will ever receive notice of any filing related to such a matter unless the filer manually provides notice by email. There is no need to wait to hear from the Clerk's Office after filing a subsequent document, however. The process of granting sealed access to the case is necessary only once, upon the filing of the case-initiating document. You may therefore email notice to the appropriate judge immediately after filing a subsequent document in an existing criminal duty matter case.

DISTRICT JUDGE/CM CASES: No notice is necessary for subsequent filings in a "CM" case.

A) EXTENSION REQUEST FOR DELAYED-NOTICE SEARCH WARRANTS

Requests for extensions of delayed-notice search warrants must be e-filed under the same case number as the Application. Each such request must be accompanied by a completed AO-95 Delayed-Notice Search Warrant Report form.

To file an extension request, click "Criminal" on the menu bar at the top of the CM/ECF screen; this will take you to the "Criminal Events" screen. On the "Criminal Events" screen (Figure 54), under the "AUSA – Magistrate Judge Criminal Duty Matters" category, click on "[AUSA CR Duty - Motion Filings.](#)"

Criminal Duty Matters Electronic Filing Pilot Project (USAO)



Figure 54

The next screen (not shown) will ask for your case number; enter or confirm the number as needed and click “NEXT.” On the following screen, confirm the system has located the correct case and click “NEXT.” Click the button next to the description that best matches the title of your moving document (Figure 55) and click “NEXT.”

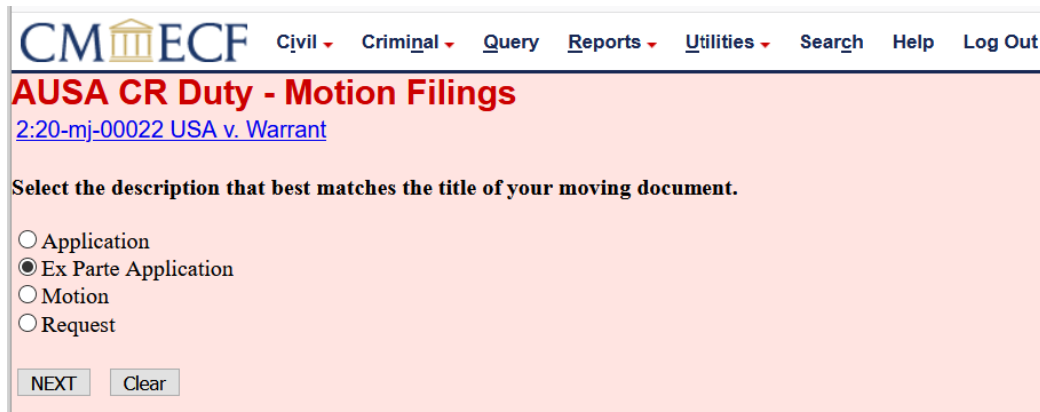


Figure 55

On the next screen (Figure 56), select “Postpone Service of Notice” from the “Available Events” menu, and click “NEXT.” (The following screens are those that appear in the filing sequence for an Ex Parte Application; choosing a different option from those shown in Figure 55 would result in a slightly different filing sequence.)

Criminal Duty Matters Electronic Filing Pilot Project (USAO)

CM/ECF Civil Criminal Query Reports Utilities Search Help Log Out

AUSA CR Duty - Motion Filings

[2:20-mj-00022 USA v. Warrant](#)

WARNING: Consult Local Rule 7-19 governing Ex Parte Applications and the required notification *before* filing.

Start typing to find another event.

Available Events (click to select events)

- Extension of Time to File Document
- Postpone Service of Notice**
- Seal AUSA CR Duty Document

Selected Events (click to remove events)

- Postpone Service of Notice

NEXT Clear

Figure 56

On the next screen (not shown), click on “USA [pla]” in the “Select the Party” box and click “Next.” On the screen shown in Figure 57, upload your Application for an Order Postponing Service as your “**Main Document.**” Upload your Proposed Order as “**Attachment 1**” and select the “**Proposed Order**” description from the drop-down menu in the “Category” field. Upload your Delayed-Notice Search Warrant Report (Form AO-95) as “**Attachment 2**” and select the “**Delayed-Notice S/W Report (AO-95)**” description from the drop-down menu in the “Category” field.

CM/ECF Civil Criminal Query Reports Utilities Search Help Log Out

AUSA CR Duty - Motion Filings

[2:20-mj-00022 USA v. Warrant](#)

Upload the Application in the **Main Document** section, upload the Proposed Order to your Application in the **Attachments 1** section, and upload Delayed-Notice Search Warrant Report (Form AO-95) in the **Attachments 2** section.

Select the PDF document and any attachments.

Main Document

Browse... TEST.pdf

Attachments	Category	Description
1. Browse... TEST1.pdf	Proposed Order	<input type="text"/> Remove
2. Browse... TEST2.pdf	Delayed-Notice S/W Report (AO-95)	<input type="text"/> Remove
3. Browse... No file selected.	<input type="text"/>	<input type="text"/>

NEXT Clear

Figure 57

Criminal Duty Matters Electronic Filing Pilot Project (USAO)

After you have attached all necessary documents, click “Next.” On the next screen (Figure 58), add a description and click “NEXT.”



CM ECF Civil Criminal Query Reports Utilities Search Help Log Out

AUSA CR Duty - Motion Filings
[2:20-mj-00022 USA v. Warrant](#)

Indicate what this is regarding (e.g., Search Warrant):

Figure 58

On the next screen (Figure 59), select the **No** radio button on the question prompt “Is this an Ex Parte Application for Bond Pending Appeal?” and click “NEXT.”



CM ECF Civil Criminal Query Reports Utilities Search Help Log Out

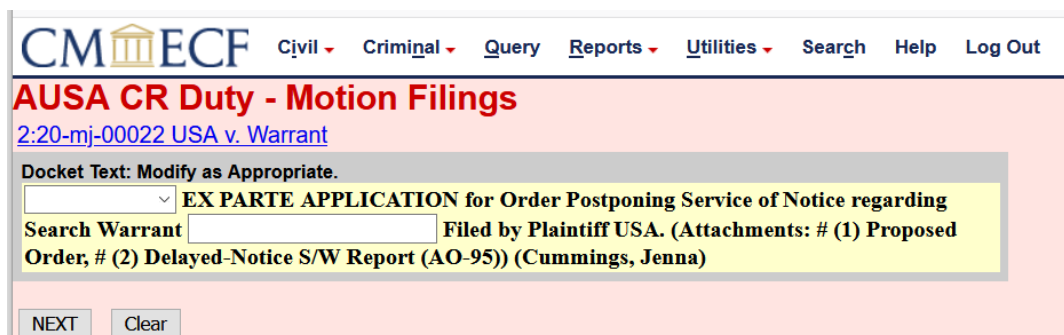
AUSA CR Duty - Motion Filings
[2:20-mj-00022 USA v. Warrant](#)

Is this an Ex Parte Application for Bond Pending Appeal?

Yes
 No

Figure 59

The following screen (Figure 60) displays the 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. Otherwise, click “Next.”



CM ECF Civil Criminal Query Reports Utilities Search Help Log Out

AUSA CR Duty - Motion Filings
[2:20-mj-00022 USA v. Warrant](#)

Docket Text: Modify as Appropriate.

Filed by Plaintiff USA. (Attachments: # (1) Proposed Order, # (2) Delayed-Notice S/W Report (AO-95)) (Cummings, Jenna)

Figure 60

Criminal Duty Matters Electronic Filing Pilot Project (USAO)

On the next screen (not shown), follow the onscreen prompts, and proceed with the filing according to standard electronic filing protocols.

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.

B) EXTENSION OF TIME

Requests for extensions (e.g., Ex Parte Application for Extension of Time within which to Retain and Search Digital Devices, Application for Continued Use of Pen Register and Trap and Trace Device, etc.) must be e-filed under the same case number as the Application that was granted. Each such request must be accompanied by a Proposed Order.

To file an extension request, click “Criminal” on the menu bar at the top of the CM/ECF screen; this will take you to the “Criminal Events” screen. On the “Criminal Events” screen (Figure 61), under the “AUSA – Magistrate Judge Criminal Duty Matters” category, click on “[AUSA CR Duty - Motion Filings.](#)”

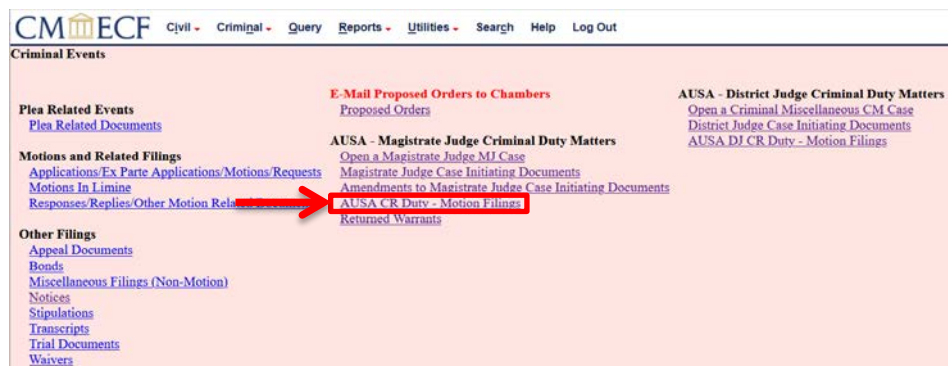


Figure 61

Criminal Duty Matters Electronic Filing Pilot Project (USAO)

The next screen (not shown) will ask for your case number; enter or confirm the number as needed and click “NEXT.” On the following screen, confirm the system has located the correct case and click “NEXT.” Click the button next to the description that best matches the title of your moving document (Figure 62) and click “NEXT.”



CM ECF Civil Criminal Query Reports Utilities Search Help Log Out

AUSA CR Duty - Motion Filings

[2:20-mj-00022 USA v. Warrant](#)

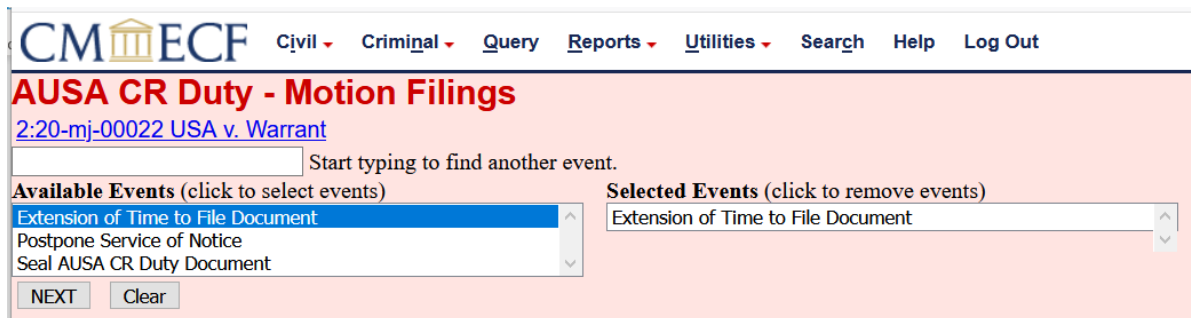
Select the description that best matches the title of your moving document.

Application
 Ex Parte Application
 Motion
 Request

NEXT Clear

Figure 62

On the next screen (Figure 63), select [Extension of Time to File Document](#) from the “Available Events” menu, and click “NEXT.”



CM ECF Civil Criminal Query Reports Utilities Search Help Log Out

AUSA CR Duty - Motion Filings

[2:20-mj-00022 USA v. Warrant](#)

Start typing to find another event.

Available Events (click to select events)

Selected Events (click to remove events)

Extension of Time to File Document
Postpone Service of Notice
Seal AUSA CR Duty Document

Extension of Time to File Document

NEXT Clear

Figure 63

On the next screen (not shown), click on “USA [pla]” in the “Select the Party” box and click “Next.” On the screen shown in Figure 64, upload your Application for Extension as your “Main Document,” and upload your Proposed Order as “Attachment 1” and select the “Proposed Order” description from the drop-down menu in the “Category” field.

Criminal Duty Matters Electronic Filing Pilot Project (USAO)

CM ECF Civil Criminal Query Reports Utilities Search Help Log Out

AUSA CR Duty - Motion Filings

[2:20-mj-00022 USA v. Warrant](#)

Upload the Application in the **Main Document** section, upload the Proposed Order to your Application in the **Attachments 1** section.

Select the PDF document and any attachments.

Main Document

Browse... TEST.pdf

	Attachments	Category	Description	
1.	Browse... TEST1.pdf	Proposed Order		Remove
2.	Browse... No file selected.			

NEXT Clear

Figure 64

After you have attached all necessary documents, click “Next.” On the next screen (Figure 65), enter a description of the extension sought (e.g., “Within Which to Retain and Search Digital Devices”) and click “NEXT.”

CM ECF Civil Criminal Query Reports Utilities Search Help Log Out

AUSA CR Duty - Motion Filings

[2:20-mj-00022 USA v. Warrant](#)

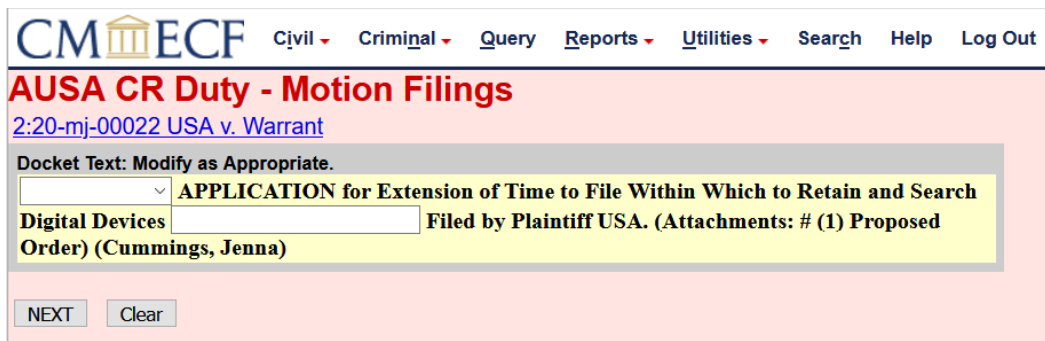
Describe document the extension relates to: Within Which to Retain

NEXT Clear

Figure 65

On the next screen (not shown), click “NEXT” to skip the Application Hearing screen. The following screen (Figure 66) displays the 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. Otherwise, click “Next.”

Criminal Duty Matters Electronic Filing Pilot Project (USAO)



The screenshot shows the CM ECF web interface. At the top, there is a navigation bar with links for Civil, Criminal, Query, Reports, Utilities, Search, Help, and Log Out. Below this, the page title is "AUSA CR Duty - Motion Filings". A link for "2:20-mj-00022 USA v. Warrant" is visible. The main content area shows a docket text entry: "APPLICATION for Extension of Time to File Within Which to Retain and Search Digital Devices Filed by Plaintiff USA. (Attachments: # (1) Proposed Order) (Cummings, Jenna)". There are "NEXT" and "Clear" buttons at the bottom of the form.

Figure 66

On the next screen (not shown), follow the onscreen prompts, and proceed with the filing according to standard electronic filing protocols.

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.

C) RETURNED WARRANT

The agent must return the Warrant, which he/she was required to serve or execute, to the Court. The Return should include a brief account of the agent's action including the time and manner of service or execution, or the reason why he or she was unable to serve/execute the warrant. Fed. R. Crim. P. 41(f)(1)(A),(B),(D).

The AUSA must e-file³ the returned warrant under the same case number. After the returned warrant has been filed, the criminal duty matter will be closed. If the warrant was returned executed, the case will automatically be unsealed, unless an Order to Seal the case has been entered. (If the warrant was returned unexecuted, the case will remain sealed.)

³ Executed arrest warrants may continue to be returned in hard copy at the window by agents when an arrested defendant is brought in to court.

Criminal Duty Matters Electronic Filing Pilot Project (USAO)

To file a returned warrant, click “Criminal” on the menu bar at the top of the CM/ECF screen; this will take you to the “Criminal Events” screen. On the “Criminal Events” screen (Figure 67), under the “AUSA – Magistrate Judge Criminal Duty Matters” category, click on “[Returned Warrants.](#)”

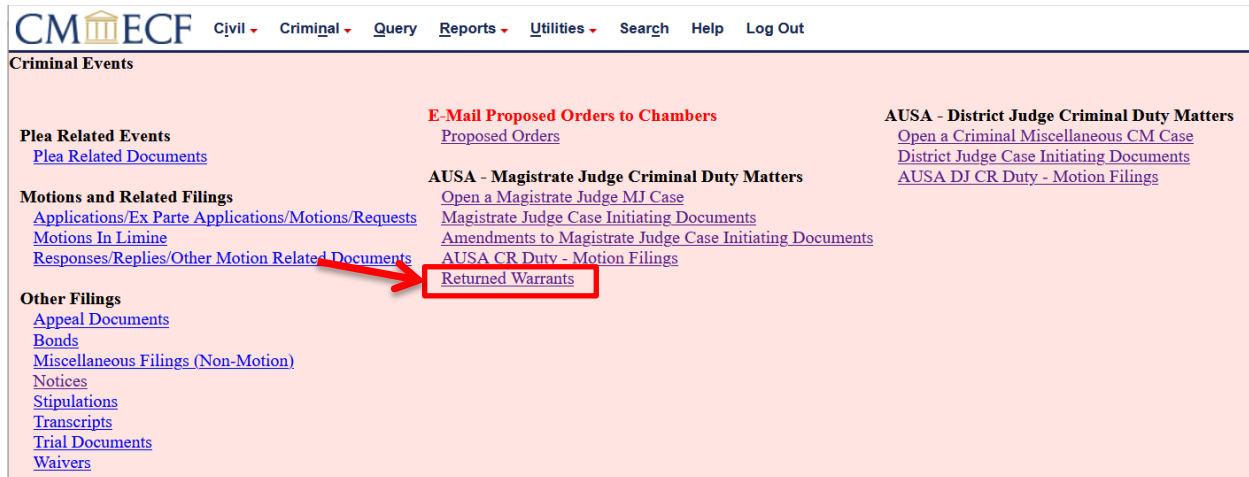


Figure 67

The next screen (not shown) will ask for your case number; enter or confirm the number as needed and click “NEXT.” On the following screen (not shown), confirm the system has located the correct case, and click “NEXT.” On the next screen (Figure 68), you will see a list of “Available Events.” You must choose one of these events to identify your Returned Warrant, then click “NEXT.”

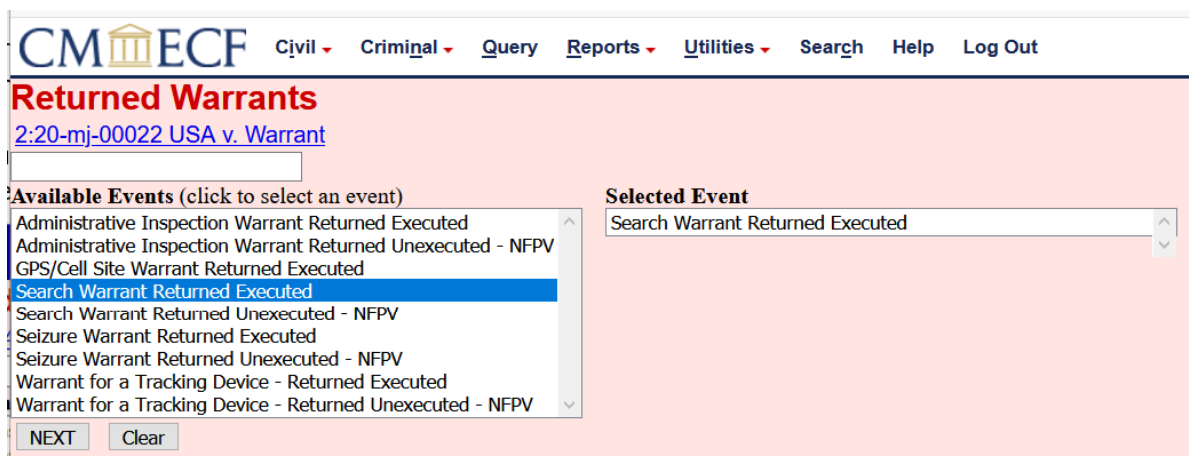


Figure 68

Criminal Duty Matters Electronic Filing Pilot Project (USAO)

On the next screen (Figure 69), upload your returned warrant and click “NEXT.”

CM ECF Civil Criminal Query Reports Utilities Search Help Log Out

Returned Warrants

[2:20-mj-00022 USA v. Warrant](#)

Select the PDF document and any attachments.

Main Document
Browse... No file selected.

Attachments	Category	Description
1. Browse... No file selected.		

NEXT Clear

Figure 69

On the following screen (Figure 70), enter the “Date Warrant Was Executed” and click “NEXT.” (Note that this screen does not appear in events for the filing of returns of unexecuted warrants).

CM ECF Civil Criminal Query Reports Utilities Search Help Log Out

Returned Warrants

[2:20-mj-00022 USA v. Warrant](#)

Date Warrant Was Executed: Calendar

NEXT Clear

Figure 70

The next screen (Figure 71) will ask you to “Select the party or parties for termination from this case.” If applicable, select the appropriate party name, and then click “Next.”

Criminal Duty Matters Electronic Filing Pilot Project (USAO)



CM/ECF Civil Criminal Query Reports Utilities Search Help Log Out

Returned Warrants

[2:20-mj-00022 USA v. Warrant](#)

Select the party or parties for termination from this case.

Warrant (Defendant)

Case retention period is: 5

NEXT Clear

Figure 71

On the next screen (not shown), follow the onscreen prompts, and proceed with the filing according to standard electronic filing protocols.

D) AMENDMENTS TO MAGISTRATE JUDGE/MJ CASE-INITIATING DOCUMENTS

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.

To file an amended application, click “Criminal” on the menu bar at the top of any CM/ECF screen; this will take you to the “Criminal Events” screen. On the “Criminal Events” screen (Figure 72), under the “AUSA – Magistrate Judge Criminal Duty Matters” category, click on “[Amendments to Magistrate Judge Case Initiating Documents.](#)”

Criminal Duty Matters Electronic Filing Pilot Project (USAO)

CM ECF Civil Criminal Query Reports Utilities Search Help Log Out

Criminal Events

Plea Related Events
[Plea Related Documents](#)

Motions and Related Filings
[Applications/Ex Parte Applications/Motions/Requests](#)
[Motions In Limine](#)
[Responses/Replies/Other Motion Related Documents](#)

Other Filings
[Appeal Documents](#)
[Bonds](#)
[Miscellaneous Filings \(Non-Motion\)](#)
[Notices](#)
[Stipulations](#)
[Transcripts](#)
[Trial Documents](#)
[Waivers](#)

E-Mail Proposed Orders to Chambers
[Proposed Orders](#)

AUSA - Magistrate Judge Criminal Duty Matters
[Open a Magistrate Judge MJ Case](#)
[Magistrate Judge Case Initiating Documents](#)
[Amendments to Magistrate Judge Case Initiating Documents](#)
[AUSA CR Duty - Motion Filings](#)
[Returned Warrants](#)

AUSA - District Judge Criminal Duty Matters
[Open a Criminal Miscellaneous CM Case](#)
[District Judge Case Initiating Documents](#)
[AUSA DJ CR Duty - Motion Filings](#)

Figure 72

The next screen (not shown) will ask for your case number; enter or confirm the number as needed and click “NEXT.” On the following screen (not shown), confirm the system has located the correct case, and click “NEXT.” On the next screen (Figure 73), you will see a list of “Available Events.” You must choose one of these events to identify your amended application, then click “NEXT.”

CM ECF Civil Criminal Query Reports Utilities Search Help Log Out

Amendments to Magistrate Judge Case Initiating Documents

[2:20-mj-00022 USA v. Warrant](#)

Available Events (click to select an event)

- Amended Application for Non-Disclosure of Subpoena
- Amended Application for Other MJ Criminal Duty Matter
- Amended Application for Warrant

Selected Event

Amended Application for Warrant

NEXT Clear

Figure 73

On the next screen (Figure 74), select “USA [pla]” in the “Select the Party” box and click “Next.”

Criminal Duty Matters Electronic Filing Pilot Project (USAO)

CM ECF Civil Criminal Query Reports Utilities Search Help Log Out

Amendments to Magistrate Judge Case Initiating Documents

2:20-mj-00022 USA v. Warrant

Collapse All Expand All

- USA pla
- Warrant dft

Select the filer or party as indicated in display message.

Select the Party:

USA [pla]
Warrant [dft]

Next Clear

Figure 74

On the next screen (not shown), attach your amended application and any necessary supporting documents, then click “Next.” On the following screen (not shown), select the type of warrant being requested from the list of options, then click “Next.” On the next screen (Figure 75), select the appropriate choice (e.g., “First,” “Second,” etc.) from the drop-down menu modifying “Amended Application,” enter descriptive text in the other blank field if appropriate, then click “Next.”

CM ECF Civil Criminal Query Reports Utilities Search Help Log Out

Amendments to Magistrate Judge Case Initiating Documents

2:20-mj-00022 USA v. Warrant

Docket Text: Modify as Appropriate.

First AMENDED APPLICATION for Search Warrant filed by Plaintiff USA. (Not for Public View pursuant to the E-Government Act of 2002) (Cummings, Jenna)

NEXT Clear

Figure 75

Complete the remaining docketing sequence as directed. 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

Criminal Duty Matters Electronic Filing Pilot Project (USAO)

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.