UNITED STATES DISTRICT COURT
DISTRICT OF CONNECTICUT

SEARCH WARRANT CASE OPENING INSTRUCTIONS

Revised April 29, 2013

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Opening Non-Sealed Search Warrant MJ Cases

Search warrants can only be filed when a return has been made before a judge, either executed or unexecuted. Search warrants are assigned MJ case numbers in CM/ECF even if signed by a district judge. If a search warrant already has a CR docket number, **do not** open a new MJ case. The search warrant should be entered on the related criminal case.

Follow the instructions below to open a non-sealed application for search warrant mj case.

1. Click on **"Criminal"** in the blue menu bar. Under Open a Case, select "**Criminal Case Unassigned**."

2. At the case opening screen, leave office defaulted to New Haven, change the case type to **mj,** select the county where the offense occurred, and leave all other information on this screen blank. Click **"Next."**

3. At the party screen, the USA will automatically appear as the plaintiff. Using the Court's Instructions for Searching and Adding Parties, search for the party captioned on the Application for Search Warrant. (See also: Appendix A: Cheat Sheet for: Searching & Adding Real/Personal Property). Choose the appropriate party from the list and click **"Select Party."** If appropriate party does not appear in the list, click **"Create New Party."**

4. Verify that the correct defendant has been selected before clicking **"Add Party."** The defendant will now be added to the "Participant Tree" along with the USA.
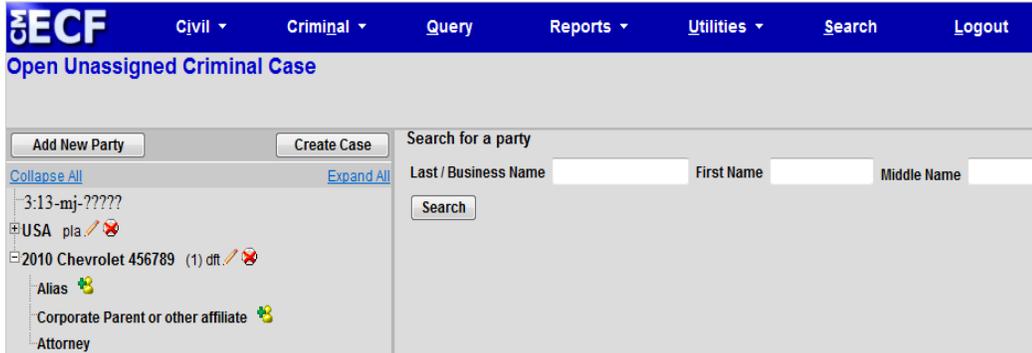
5. Click "**Create Case"** and "**Yes**" when asked **"Case will be created. Proceed?"**

6. Click **"Docket Lead Event?"** at the screen below. **Note:** the case number will be provided on this screen.

7. Select **"Application for Search Warrant"** and click **"Next."**

8. At the screen below, verify the case number created above is correct or if this field is blank, enter the mj case number created. Click **"Next"** twice to proceed to the "**Select the filer"** screen.
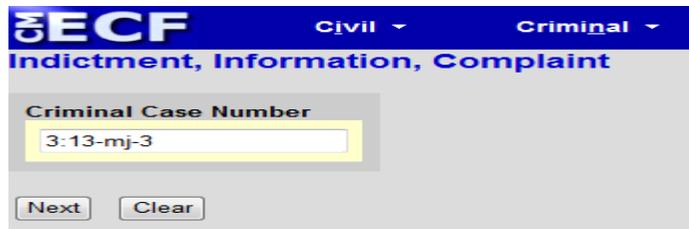
9. Select "**USA**" as the filer and click "**Next."**

10. At the screen below, check the box to the left of "**USA**" to associate your appearance with the party. Do not uncheck the "**Lead**" or "**Notice**" boxes. Click "**Next.**"

11. Upload the PDF of the application, attach the affidavit and click "**Next.**"

> ⓘ **NOTE: Ensure the judge's signature is replaced with /s/ before uploading documents.**

12. From the drop down menu, select the judge who signed the application and click "**Next.**"

13. Complete the transaction by clicking **"Next"** twice. The Notice of Electronic Filing screen below is the final screen of the case opening process.

After the Application for Search Warrant has been docketed, the Clerk's Office will:

- Perform a quality control review,
- Assign the judge who issued the warrant,
- Enter the Electronic Filing Order and,
- Docket the Search Warrant Issued event.

Once you receive the Notice of Electronic Filing for these events, you may proceed to the instructions on the next page to docket the Search Warrant Returned event.

Docketing the Search Warrant Returned Event

Once the case has been opened, there will be a quality control review before it is sent to case assignment to have the judge added to the case. The case administrator for the judge who signed the application will docket the **"Search Warrant Issued"** event.

When the Notice of Electronic Filing is received by the AUSA, use the steps below to docket the appropriate search warrant returned event.

1. Click on **"Criminal"** in the blue menu bar. Under **"Other Filings"**, select **"Service of Process."**

2. Select "**Search Warrant Returned Executed"** or "**Search Warrant Returned Unexecuted"** and click **"Next."**

3. At the screen below, enter the mj case number you are docketing the **Search Warrant Returned** event on. Click **"Next"** at this screen and the following screen to continue to upload the PDF.

4. Upload the PDF of the Executed/Unexecuted Search Warrant and click "**Next.**"

5. When docketing the "**Search Warrant Returned Executed"** event, you will get the screen below, enter the date the search warrant was served for Date of Service and click **"Next."**

6. Complete the transaction by clicking **"Next"** twice. The Notice of Electronic Filing screen below is the final screen for docketing this event.
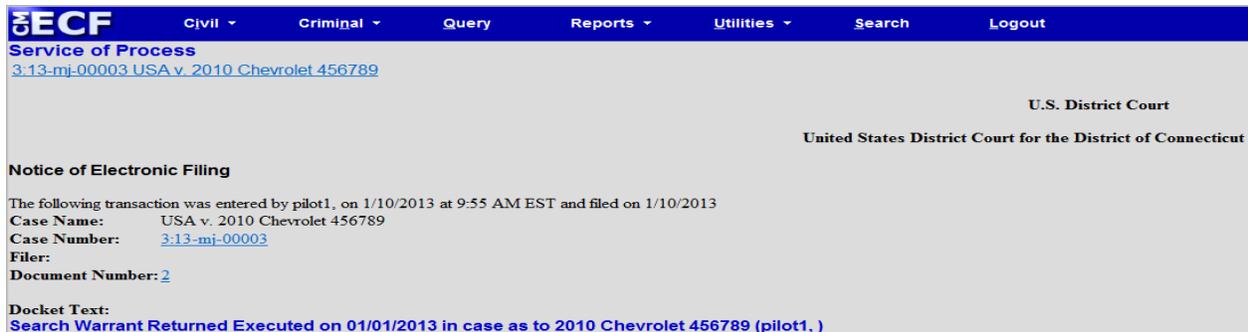
Please Note: If you are docketing the Warrant Returned Unexecuted event, the entry will be restricted on the docket and you will not receive a Notice of Electronic Filing for this event. Federal Rules of Criminal Procedure 49.1 Notes[1] states:

"The Judicial Conference Committee on Court Administration and Case Management has issued "Guidance for Implementation of the Judicial Conference Policy on Privacy and Public Access to Electronic Criminal Case Files" (March 2004). This document sets out limitations on remote electronic access to certain sensitive materials in criminal cases. It provides in part as follows:

The following documents shall not be included in the public case file and should not be made available to the public at the courthouse or via remote electronic access:

• unexecuted summonses or warrants of any kind (*e.g.*, search warrants, arrest warrants);…"

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[1] "Rule 49.1 Privacy Protection For Filings Made with the Court." *Legal Information Institute*. Cornell University School of Law, n.d. Web. 17 Apr. 2013. <http://www.law.cornell.edu/rules/frcrmp/rule_49.1>.

Appendix A: Cheat Sheet for Searching & Adding Real/Personal Property

Before adding new parties to the database, please search the database to determine if the party already exists. It is likely that the party will need to be created and should be added as it is captioned on the application for search warrant.

Add the party name in the last name field and all descriptive information to the party text field. Please see the examples below as a guideline for entering new parties.

Example: One 2005 Blue Nissan Maxima VIN# 123456789
Last Name: 2005 Blue Nissan Maxima VIN# 123456789
Party text: One

Example: 5 Sun Street, Hartford, CT
Last name: 5 Sun Street, Hartford, CT

Example: $10,000.00, US Currency held in safe deposit box #123 at People's Bank
Last name: $10,000.00, US Currency
Party Text: held in safe deposit box #123 at People's Bank

Example: UPS Package, tracking number 123456789, addressed to John Smith, 123 Main Street, Anywhere, CT
Last name: UPS Package, tracking number 123456789
Party Text: addressed to John Smith, 123 Main Street, Anywhere, CT