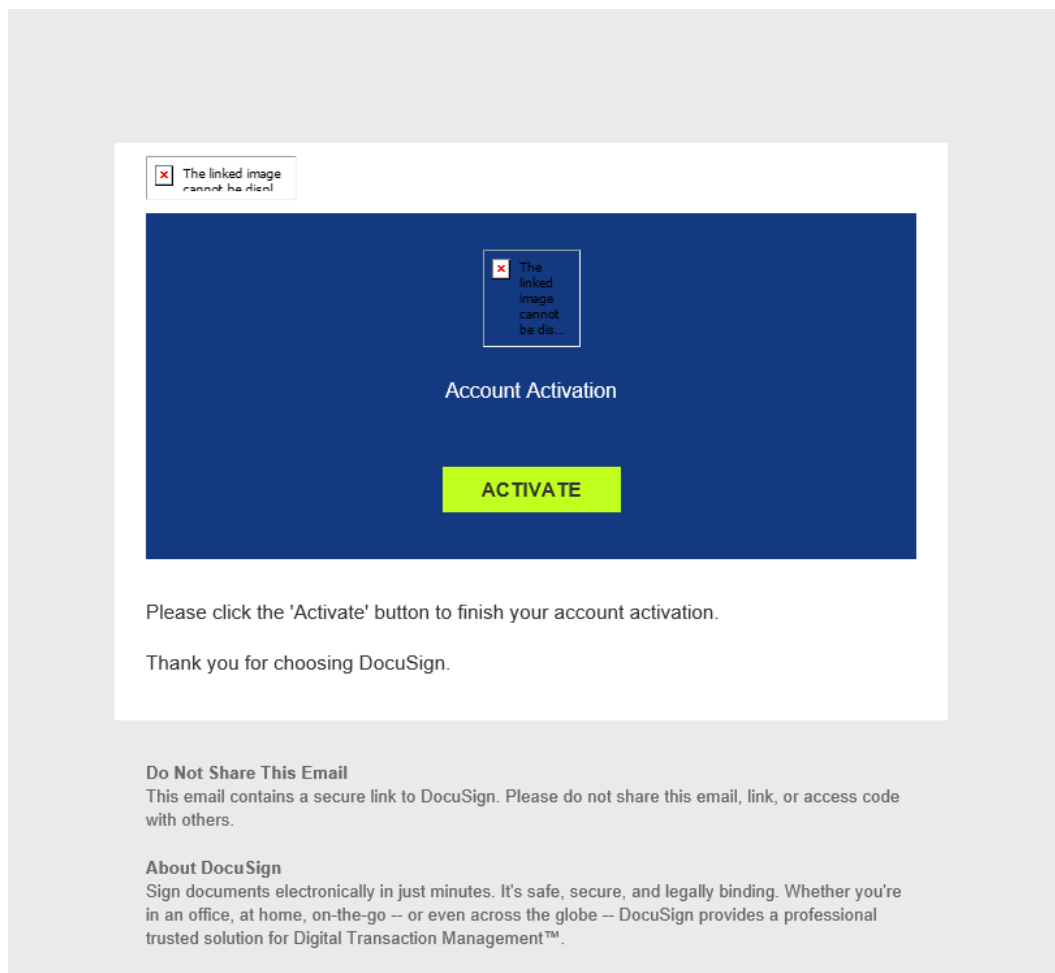


DocuSign CLM DDA Review Instructions

1. If you haven't already activated your DocuSign CLM Account, please search all your email folders for the Subject Line: "Account Activation" from Sender: dse_NA3@docusign.net You will not be able to review warrants until you have activated your account. If you cannot find this email, please contact one of your DA Liaisons, DDA Matthew Williams or DDA Marisa Di Tillio.



2. When an Affiant submits a warrant and selects you as the reviewing DDA, you will receive an email notification with information related to the Affiant and the Warrant Request. From this email click the "Task" button.

Hello,

You have an affidavit to review. Please click the "Task" link to review the affidavit in DocuSign CLM.

Affiant Name: Travis Smith
Affiant Phone: 619-555-5555
Affiant Email: matthew.williams@sdcca.org
Target/Description: Demo Warrant For DA Instructions.

Affiant Comments:
No comment

The affiant is requesting:
Sealing: Partial
ECPA: Yes
Night Service: No
CATCH/RCFL: Yes
Knock Notice Service: No
Deferred Subscriber Notification: Yes
Delayed Notification: Yes
No Subscriber Notification: No
Order to Certify Records as Authentic: Yes
Additional Requests: Yes

[Task](#) ←

-
3. If you already had your DocuSign CLM account open, you will be taken directly to the Task to be completed. If not, you will have to first log in to your DocuSign Account at: www.DocuSign.com

The screenshot shows the top navigation bar of the DocuSign website. It includes a dark header with the following links: Sales 1-877-720-2040, Search, Support, Access Documents, and Log In (the Log In link is circled in red). Below the header is a navigation bar with the DocuSign logo (a yellow square with a white arrow pointing down) and the text "DocuSign". To the right of the logo are three buttons: "CONTACT SALES", "BUY NOW", and "TRY FOR FREE" (the "TRY FOR FREE" button is blue with white text). Below the navigation bar is a large dark banner with the text "A Gartner® Magic Quadrant™ Leader in" in bright yellow.

Log In

← matthew.williams@sdcda.org

Password *

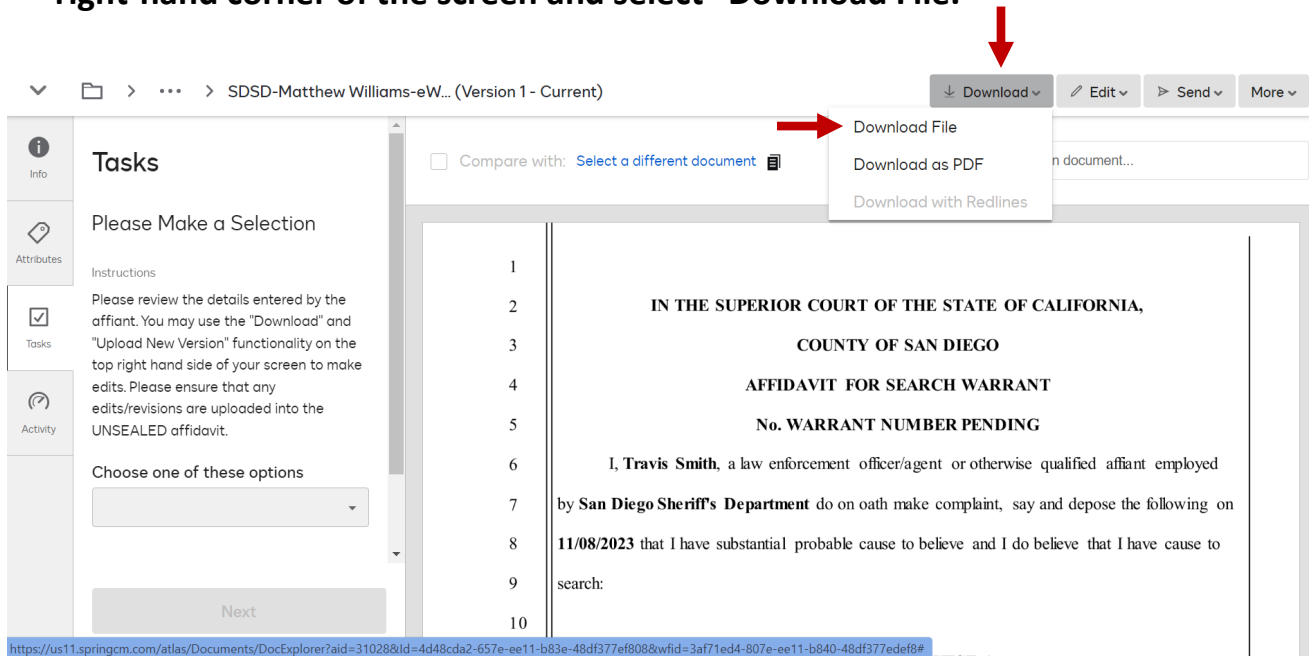
Log in

[Reset password](#)

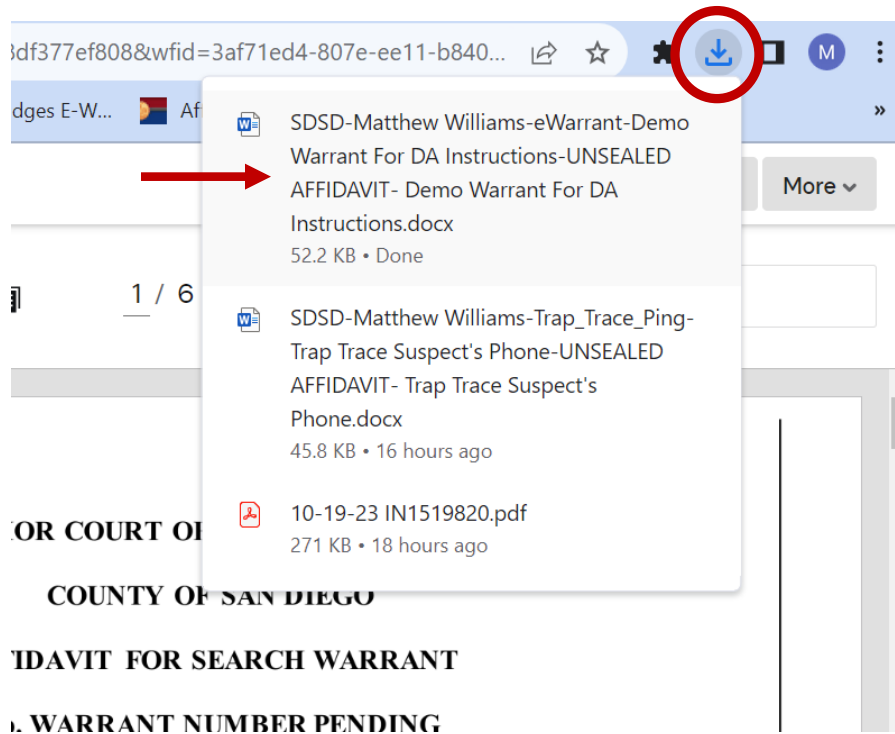
- Once you log in, you will be taken to your “Tasks” Screen. You will need to first enter your Cell Phone Number on the left side. Then click Next.

The screenshot displays the 'Tasks' interface. On the left sidebar, the 'Tasks' option is selected, indicated by a red arrow. The main content area is titled 'Tasks' and 'Review Data'. Below the title, there is a prompt: 'Please fill in your phone number for the Judge's reference'. A form field labeled '*DA Mobile Number' contains the text '619-555-1212', with a red arrow pointing to the input. Below the form are 'Cancel' and 'Next' buttons, with a red arrow pointing to the 'Next' button. On the right side, a document preview is visible, showing a legal document with a highlighted section: '[INSERT LOCATION(S)]'.

5. You are now in the “Tasks” screen for your warrant. From here you can edit the warrant. First, click on the Download Drop down in the upper right-hand corner of the screen and select “Download File.”

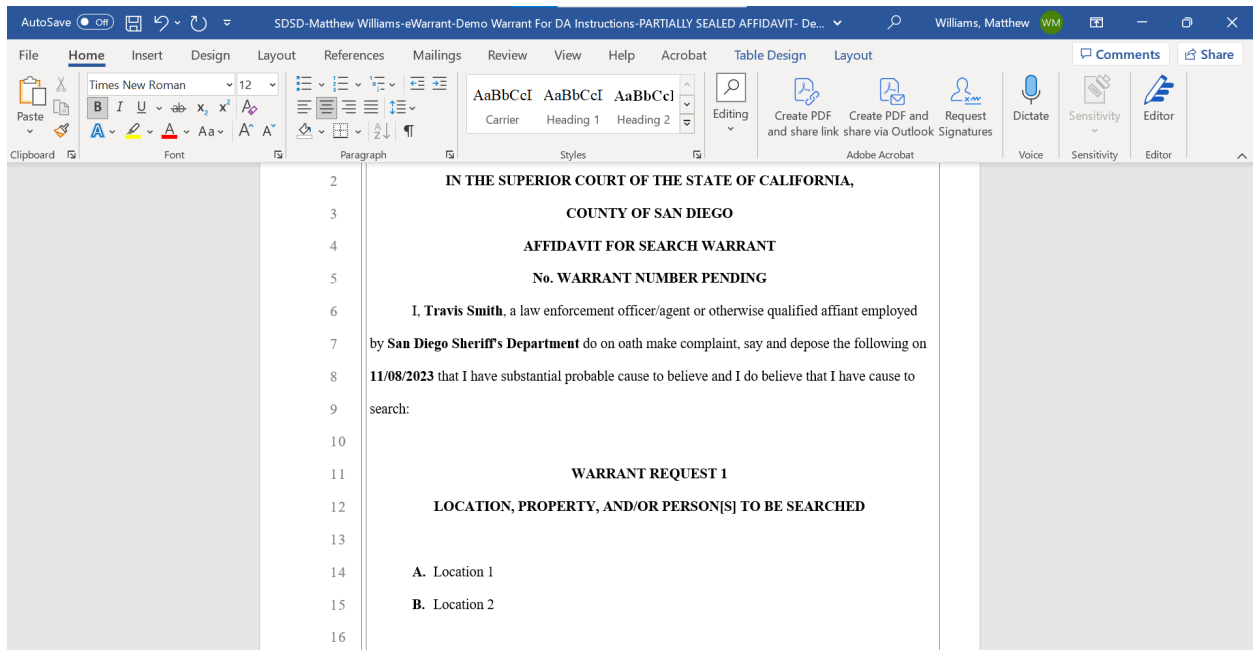


6. You will see the newly downloaded file pop up on your task bar at the top right. Click on that file to open a copy of your warrant in WORD.



7. You can now edit the document. The Introductory and Closing language and all Section Headers are pre-populated and cannot be changed. You can manipulate the rest of the document to suit your needs using all editing abilities available in WORD. You can insert pictures right into the document.

NOTE: If the Affiant forgot to select any of the “Additional Requests” including Sealing, ECPA, Night Service, CATCH/RCFL, No Knock Notice, Delayed/Deferred Notice, Authentication, or any other additional requests, they CANNOT be added after the fact in WORD. Those specific requests must be made by the Affiant at the onset. If any Additional Requests are missing or incorrect, the Affiant **MUST START OVER** with a new warrant.



8. When the Affiant creates the document, yellow highlighted place holders are inserted to show areas they need to address. Make sure all those Yellow Highlighted Place Holders have been replaced by your affiant.

3	
4	PROBABLE CAUSE
5	
6	[INSERT PROBABLE CAUSE (UNSEALED SECTION)] ←
7	
8	<i>THE REMAINDER OF THE SECTION HAS BEEN SEALED BY COURT ORDER</i>
9	
10	
11	OPINIONS AND CONCLUSIONS
12	
13	[INSERT OPINIONS AND CONCLUSIONS] ←
14	
15	
16	REQUEST TO SEAL
17	

9. Sealing is slightly different in CLM. The Affiant can still seal the entire document (almost never appropriate). If the Affiant selects “Partial Seal” they will now have the ability to seal portions within each section. Each Section they choose will now have an unsealed portion and a sealed portion. This allows us to narrowly tailor only what actually needs to be sealed. Be sure the sealed language appears **INSIDE** of the box provided.

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ITEMS TO BE SEIZED

- 1. Item 1
- 2. Item 2

Unsealed Items to be Seized.

THE REMAINDER OF THE SECTION HAS BEEN SEALED BY COURT ORDER

- 3. Item 3
- 4. Item 4

Sealed Items to be Seized.

AFFIANT'S QUALIFICATIONS

I have been a police officer for 25 years. I am currently assigned to Major Crimes Homicide Unit of the San Diego Sheriff's Department where I am a Detective. I respond to

10. Once all changes have been made, simply click on the save button in the upper left corner of the screen and navigate back to your DocuSign CLM window.

AutoSave [On] [Save] [Undo] [Redo]

SDSD-Matthew Williams-eWarrant-Demo Warrant For DA Instructions-PARTIALLY SEALED

File Home **Insert** Design Layout References Mailings Review View Help Acrobat

Clipboard [Paste] [Font] [Paragraph] [Styles]

Times New Roma 12 A[^] A^v Aa A^o

B I U [Link] [Image] [Table] [Text Color] [Background Color] [Bulleted List] [Numbered List] [Decrease Indent] [Increase Indent] [Decrease Spacing] [Increase Spacing] [Text to Table] [Table to Text] [Text Wrapping]

AaBbCcI AaBbCcI AaBbCcI AaBb
Carrier Heading 1 Heading 2 Headir

1

2 **IN THE SUPERIOR COURT OF THE S'**

3 **COUNTY OF SAN D**

4 **AFFIDAVIT FOR SEARCH**

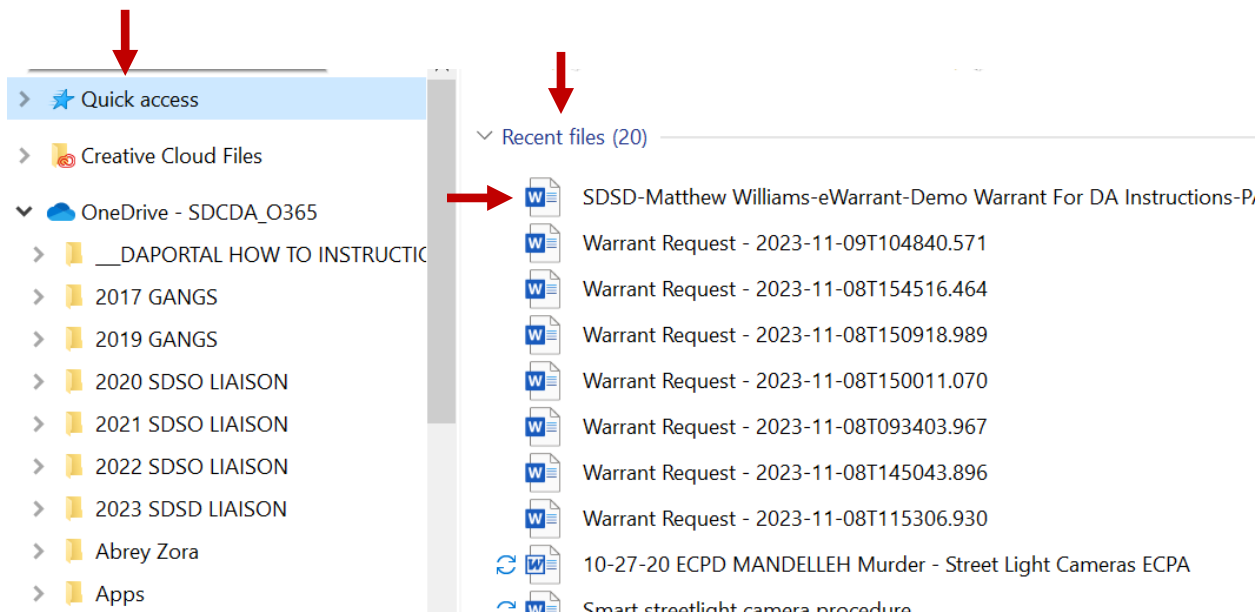
5 **No. WARRANT NUMBER**

6 **I, Travis Smith**, a law enforcement officer/agent

7 by **San Diego Sheriff's Department** do on oath make co



8 **11/08/2023** that I have substantial probable cause to belie

9 search:



Create New Version

Your Document

 SDSD-Matthew Williams-eWarrant-Demo Warrant For DA Instr... 

Comments

Save

Cancel

13. Your updated warrant has been uploaded into the system. You can now navigate to the “Tasks” Tab on the left-hand side of your screen and choose to “Approve,” “Approve/Override Judge Selection,” (Urgent Warrants 8am to 5pm) or “Reject – Send back to Affiant for Revisions.” If you send back to Affiant for Revisions, you can also add comments in the provided box which will populate on the notification email to the Affiant. The Affiant and DDA can go back and forth as many times as needed.

SDSD-Matthew Williams-eW... (Version 2 - Current)

Info

Attributes

Tasks

Activity

Instructions

Please review the details entered by the affiant. You may use the "Download" and "Upload New Version" functionality on the top right hand side of your screen to make edits. Please ensure that any edits/revisions are uploaded into the UNSEALED affidavit.

Choose one of these options

Reject- Send back to Affiant f...

Comments

Please see Changes/Suggestions in Probable Cause and Opinions and Conclusions.. Call with questions. Thanks.

Next

Compare with: Version 1 - 11/8/2023

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IN THE SUPERIOR COURT OF THE STATE OF CALIFORNIA,
COUNTY OF SAN DIEGO
AFFIDAVIT FOR SEARCH WARRANT
No. WARRANT NUMBER PENDING

I, Travis Smith, a law enforcement officer/agent or otherwise qualified affiant employed by San Diego Sheriff's Department do on oath make complaint, say and depose the following on 11/08/2023 that I have substantial probable cause to believe and I do believe that I have cause to search:

14. Once you are satisfied the warrant is legally sufficient, go to the Tasks Tab and click "Approve" from the drop down. Then click Next.

SDSD-Matthew Williams-eW... (Version 2 - Current)

Download Edit Send More

1 / 6 Search in document...

Info

Attributes

Tasks

Activity

Tasks

Please Make a Selection

Instructions

Unselected

Approve

Approve / Override Judge Selection

Reject- Send back to Affiant for Revisions

Approve

Next

Compare with: Version 1 - 11/8/2023

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IN THE SUPERIOR COURT OF THE STATE OF CALIFORNIA,
COUNTY OF SAN DIEGO
AFFIDAVIT FOR SEARCH WARRANT
No. WARRANT NUMBER PENDING

I, Travis Smith, a law enforcement officer/agent or otherwise qualified affiant employed by San Diego Sheriff's Department do on oath make complaint, say and depose the following on 11/08/2023 that I have substantial probable cause to believe and I do believe that I have cause to search:

15. Your warrant has now been routed to the Affiant for swearing and submitting to the court. The affiant will no longer receive a courtesy copy. They will, however, receive an email confirming their warrant request was received by the court.

If you have any questions or problems, feel free to contact your Law Enforcement Liaisons, DDA Matthew Williams and DDA Marisa Di Tillio.