

## DUI Blood Warrant Instructions in DocuSign CLM

1. If you are an Affiant and haven't already created a DocuSign CLM Account follow this link,

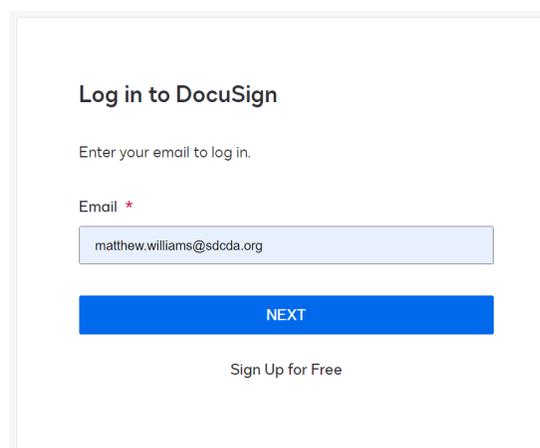
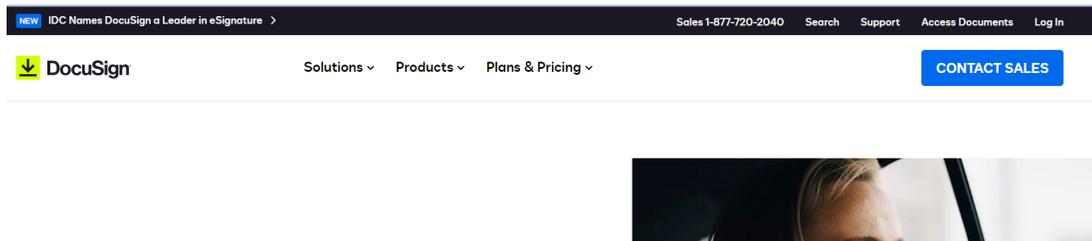
<https://apps.sdca.org/miscpubapps/auth/ewarrantRegistration>



The screenshot shows a web browser window with the URL [apps.sdca.org/miscpubapps/auth/ewarrantRegistration](https://apps.sdca.org/miscpubapps/auth/ewarrantRegistration). The page header features the San Diego County District Attorney's logo and navigation links: "The DA's Office", "Prosecution Links", "Preventing Crime", "Helping Victims", and "Newsroom & Videos". The main heading is "San Diego eWarrant DocuSign Account Registration". Below this, there is a form with the text "Please enter your email address:" followed by an empty input field and a "Validate" button.

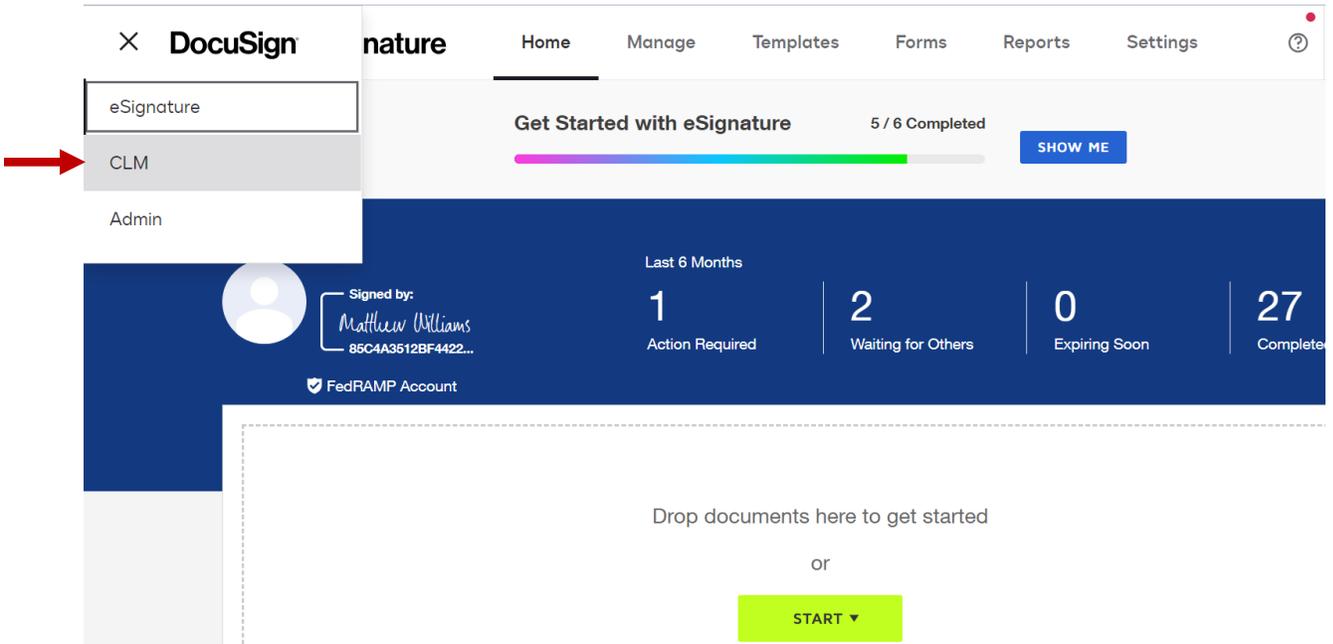
Enter your email address. An account creation email will be sent to you. Follow the instruction in the email to create your new DocuSign CLM account.

2. Log in to your DocuSign Account at [www.docusign.com](http://www.docusign.com)



The screenshot shows the DocuSign login page. The heading is "Log in to DocuSign". Below the heading, it says "Enter your email to log in." There is a form field labeled "Email \*" with the email address "matthew.williams@sdca.org" entered. Below the form field is a blue "NEXT" button. At the bottom of the page, there is a link that says "Sign Up for Free".

3. This will log you into DocuSign eSignature. Click on the dots in the upper left hand corner next to the DocuSign Logo and select CLM in the dropdown menu.



4. Once in DocuSign CLM you will see your home screen. There will likely be some widgets populated with your “Recently Accessed Documents” “Affidavits in Progress” and “Submitted Warrants.” You can use these to quickly access documents.
5. To start a DUI Warrant, Click on the Actions Tab and select Warrant Request. On the next screen select DUI Warrant.

DocuSign CLM Dashboard Documents Tasks Reporting Contacts Admin **Actions** Q ? MW

Admin Dashboard Affiant Dashboard **Warrant Request** Add

Shared with System Managers

Recently Accessed ... More  
10 items

- 2310312329-SDDA-OR-P...  
Sealed Workflow  
11/2/2023 9:01 AM
- 2311030537-OPD-OR-PS...  
Executable Warrant Unsealed  
matthew.williams@sdoda.org  
11/2/2023 11:14 PM
- 2311030537-OPD-OR-PSW...

**Affidavits In Progress** 7 records Updated 1 day ago

Document Name	Description	Created Date	Affiant Na..
UCSD-Matthew Williams-eWarrant-Test test-UNSEALED AFFIDAVIT- Test test test.docx		11/1/2023 11:23 PM	TEST TEST
SDDA-Marisa Di Tilio-eWarrant-6 Home PS-PARTIALLY SEALED AFFIDAVIT- 6 Home PS.docx		11/1/2023 9:37 PM	Marisa Di Tilio

DocuSign Generating Document: Affidavit Request

**1. Choose a Template**

Select a document template to use. You'll use the document to fill out some information and generate your document.

**Search & Filter**

Search  
Search templates...

Apply

**Templates** 3 items

- Name
- Search Warrant
- Blood Draw Warrant**
- Ping Trap Trace Warrant

**6. You will now answer a series of questions on the intake form. This should look very similar to the previous DUI Blood Draw template we used prior to this system. Please completely fill out the form including the narrative portions that further explain the selections you make.**

## Training and Experience

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\*Police Officer FULL Name (no initials)

Travis Smith

\*Police Officer Email

tsmith@chp.ca.gov

\*Police Officer Direct Mobile Number

619-555-5555

\*Target/Description

DUI Blood Warrant

\*Agency Name

California Highway Patrol

\*Agency Name

California Highway Patrol

Agency Abbreviation

CHP

\*Number of years employed as a Peace Officer

20

\*Number of DUI traffic investigations conducted ⓘ

300

### Additional information related to your training and experience

<u>A</u>	<b>A</b>	B	/	<u>U</u>	↵	☰	☰	↕☰	☰↕	☰	☰	☰	☰	☰	☰	☰	☰	↔
Include other training and experience you have beyond DUI Traffic Investigations. Any prior education? Prior assignments? Relevant prior jobs? Specific classes and hours of education in DUI investigations? Contacts with individuals under the influence of drugs and alcohol?																		

### Probable Cause

\*Date of stop

11/3/2023



\*Time of stop

04:00

### Additional probable cause information

<u>A</u>	<b>A</b>	B	/	<u>U</u>	↵	☰	☰	↕☰	☰↕	☰	☰	☰	☰	☰	☰	☰	☰	↔
How did you become involved? Where exactly did this occur? Provide the streets and City. What did you see and do when you first arrived? Did you speak to any witnesses?																		

### Establishment of Driving

\*Did you see the subject driving?

Yes

No

\*Please provide the name of the individual that witnessed the incident

Witness' Full Name

\*What is the name of the subject?

Subject's Full Name

\*Where was the subject seen?

3 items selected

- Driving
- Outside the vehicle
- Involved in a traffic collision
- Stopped

\*How was it determined the subject was the driver?

1 item selected

- Other
- My observation
- Admission

\*Please provide additional information on driver determination

Witness saw the Subject driving and involved

\*How was subject identified?

CA Drivers License and Self Identification

\*Please provide additional observations or facts related to the initial contact

A B I U S :≡ :≡ ↕ ↕ ≡ ≡ ≡ ≡ ↻

What happened when you contacted the suspect? What did you observe about them or their behavior?

## Objective Symptoms

\*What objective signs of being under the influence did you see?

9 items selected

- Odor of Alcohol
- Watery Eyes
- Glassy Eyes
- Dilated Pupils
- Staggered Walk
- Slurred Speech



## Subject Arrest

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\*Subject Race

WHITE

\*Subject Gender

Male

\*Subject Date of Birth

1/1/1999

\*Subject Height 

5'10"

\*Subject Weight 

200

\*Subject Hair Color

Brown

\*Subject Eye Color

Brown

\*What date did you place Subject under arrest?

11/3/2023

\*What time did you place Subject under arrest

04:05

\*Which vehicle code(s) is the Subject charged in violation of?

1 item selected

Section 23152

Section 23153

Section 23140

\*Which vehicle code(s) is the Subject charged in violation of?

### Additional Information

\*Do you have any additional information for the court to consider?

- Yes  
 No

### Conclusion

\*Do you wish to request night service?

- Yes  
 No

7. **If you don't already have a DDA involved, call the Sheriff's Warrant Desk at 858-974-2499. They will provide you with an "On Call" DDA. Please make contact with the DDA BEFORE selecting them, to ensure availability.**

\*Warrant Routing

\*DA Email

\*DA First Name

\*DA Last Name

**8. Once you finish with the Intake Form, click Next.**

## 2. Complete Form

Review the form on this page and fill out the required fields to prepare your document. We'll save your changes as you fill it out.

Once you've finished, select next to preview your document.



**\*Warrant Routing**

Matthew Williams

**\*DA Email**

Matthew.williams@sdcda.org

**\*DA First Name**

Matthew

**\*DA Last Name**

Williams

**9. You can now Preview your DUI Warrant and make sure everything looks good. If you see things you want to change, just click the Back Button and make changes to the form. If everything looks ok, Click Next.**

## 3. Preview and Save

Take a moment to review your document. If you need to adjust anything, select Back below to return to the form. If it's ready to go, select Next.

 SUPERIOR COURT OF CALIFORNIA  
COUNTY OF SAN DIEGO

**SEARCH WARRANT**

PC 1524(a) Blood Draw No. \_\_\_\_\_  
COUNTY OF SAN DIEGO

THE PEOPLE OF THE STATE OF CALIFORNIA TO ANY PEACE OFFICER IN SAN DIEGO COUNTY:

Proof having been made before me this day by the below incorporated affidavit that there is probable cause for believing that a sample of the blood of the subject named and described below, will furnish evidence of the commission of a violation of Section 23140, 23152, or 23153 of the Vehicle Code, you are therefore commanded to promptly, at any time of the day or night pursuant to Penal Code section 1524(a)(13), to make search of the named and described person below as "subject", by extracting, in a reasonable medically-approved manner, two vials of blood to be submitted by you for laboratory analysis and to be retained by you, subject to order of the court and to dispose of said property pursuant to law and the impounding agency's evidence disposal protocols when the property is no longer of evidentiary value.

Date and time of warrant issuance:

Warrant issued by Judge:

SIGNATURE

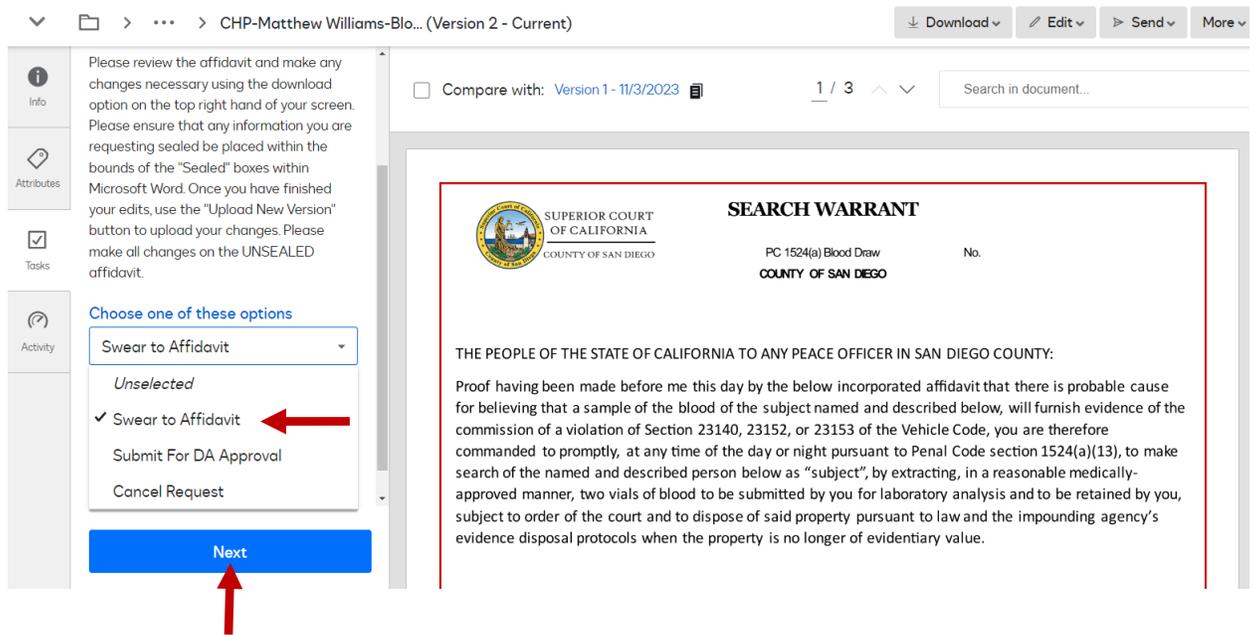
**10. On the next screen, navigate to the Tasks pane on the left side of the screen. Click on the Drop Down under “Choose one of these Options” and select “Submit For DA Approval.” Then Click Next.**

The screenshot shows a document viewer interface. On the left, there is a sidebar with icons for Info, Attributes, Tasks, and Activity. The 'Tasks' icon is highlighted with a red arrow. Below the sidebar, there is a text area with instructions: "Microsoft Word. Once you have finished your edits, use the 'Upload New Version' button to upload your changes. Please make all changes on the UNSEALED affidavit." Below this is a section titled "Choose one of these options" with a dropdown menu. The dropdown menu is open, showing "Submit For DA Approval" as the selected option, with "Unselected" and "Cancel" as other options. A red arrow points to the dropdown menu. Below the dropdown menu is a blue "Next" button. A red arrow points to the "Next" button. On the right side of the screen, there is a document titled "SEARCH WARRANT" from the Superior Court of California, County of San Diego. The document contains the following text: "THE PEOPLE OF THE STATE OF CALIFORNIA TO ANY PEACE OFFICER IN SAN DIEGO COUNTY: Proof having been made before me this day by the below incorporated affidavit that there is probable cause for believing that a sample of the blood of the subject named and described below, will furnish evidence of the commission of a violation of Section 23140, 23152, or 23153 of the Vehicle Code, you are therefore commanded to promptly, at any time of the day or night pursuant to Penal Code section 1524(a)(13), to make search of the named and described person below as 'subject', by extracting, in a reasonable medically-approved manner, two vials of blood to be submitted by you for laboratory analysis and to be retained by you, subject to order of the court and to dispose of said property pursuant to law and the impounding agency's evidence disposal protocols when the property is no longer of evidentiary value."

**11. Your Warrant has now been submitted to the DA for approval. Once approved, you will receive an email indicating your warrant request has been approved by the DDA. Click the Task button at the bottom.**

The screenshot shows an email notification from DocuSign. The email text is as follows: "Hello, Your warrant request (described as DUI Blood Warrant) has been approved by the reviewing DDA. Click the link and navigate to your tasks in order to swear to the affidavit and submit to the Judge. The DDA who reviewed the warrant for legal sufficiency is Matthew Williams with email address Matthew.williams@sdcca.org and mobile number 555-555-5555." At the bottom of the email, there is a blue "Task" button. A red arrow points to the "Task" button. The email header shows the subject line: "CHP-Matthew Williams-Blood Draw-DUI Blood Warrant-UNSEALED AFFIDAVIT- DUI Blood Warrant.docx approved by DDA - Action required: Swear to your affidavit".

**12. This will take you right into the Task pane where you can choose from the drop down to “Swear to the Affidavit,” and then click Next.**



**13. Your warrant has now been submitted to a Judge for review. You will receive a confirmation email confirming submission.**

[EXTERNAL SENDER]

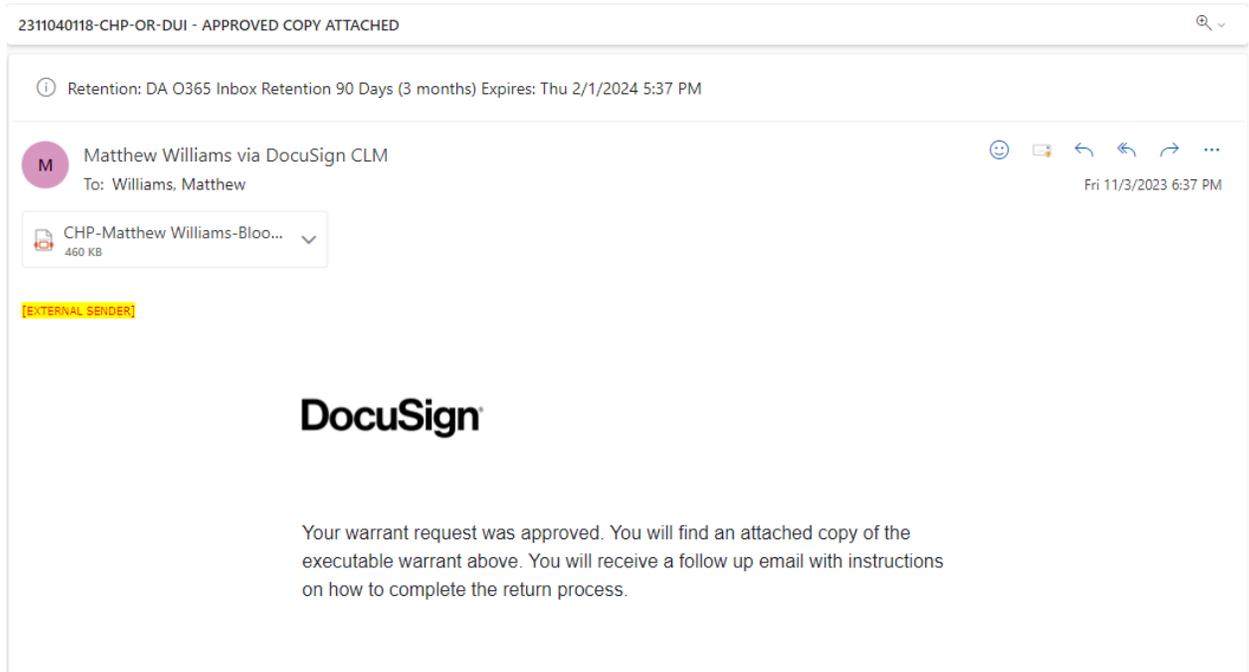
**DocuSign**

2311040118-CHP-OR-DUI (described as DUI Blood Warrant) was successfully submitted to the court and will be processed as quickly as possible.

Thank You

**EXTERNAL SENDER - CAUTION:** This email was sent from outside the San Diego County District Attorney's Email System. Please do not click any links or open attachments unless you recognize the sender and know the content is safe.

**14. Once approved you will receive another email confirmation which will also have a signed copy of your warrant attached.**



**15. Finally you will receive one last email with a task to post your Receipt and Inventory. Follow the instructions, download the file and the warrant will be complete.**

Dear TEST TEST,

After you have served the warrant, you **MUST** complete the receipt and inventory and then “RETURN” it to the court within the required time. You no longer are permitted to hand|deliver the R&I to the court. Rather you **MUST** now return it electronically. Please select the “Task” button below to access your DocuSign task and upload your Receipt and Inventory form(s) . Do **NOT** attach property slips or anything other than a completed R&I signed under penalty of perjury.

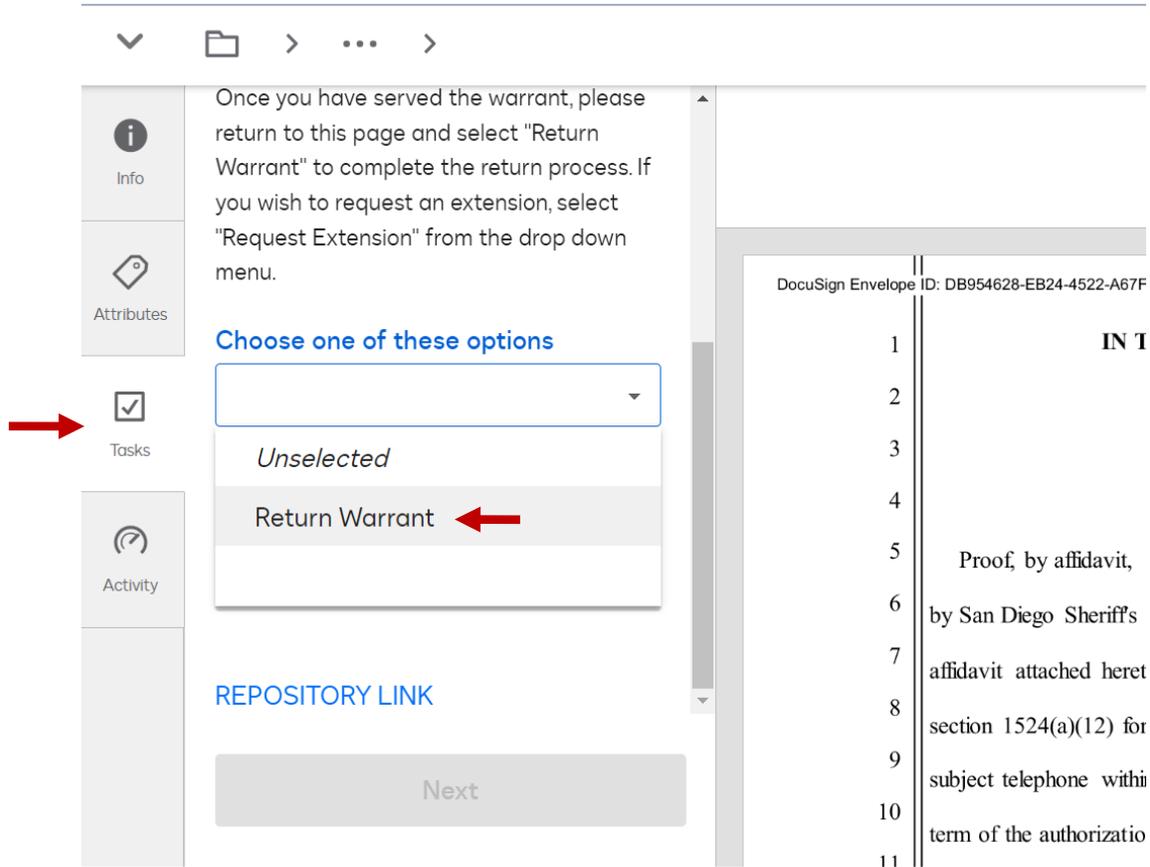
You can download a Receipt and Inventory form here: [here](#).

If you have any questions, please contact the DDA who reviewed your warrant. Remember, you must complete the process so your warrant and receipt & inventory is returned to the court as required by law.

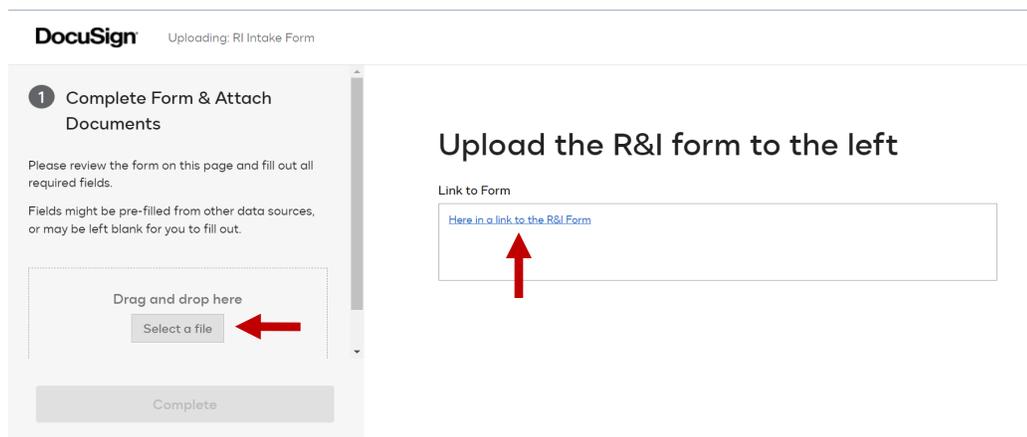
[Return Task](#)



**16. When you click on the Return Task, you will be directed to your Tasks. Select "Return Warrant" from the drop down. After making your selection, click Next.**



**17. If you need a blank R&I Form you can use the link or if you already have your form filled out, click on "Select a File." Upload your return and this will complete your warrant.**



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