

DocuSign CLM Ping Trap Trace and Cell Site Simulator Instructions

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

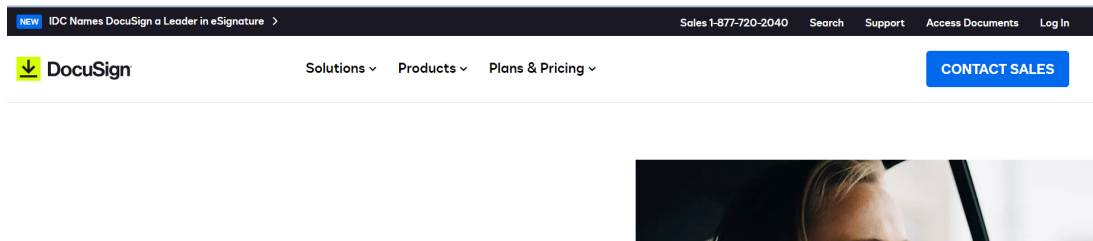
<https://apps.sdca.org/miscpubapps/auth/ewarrantRegistration>



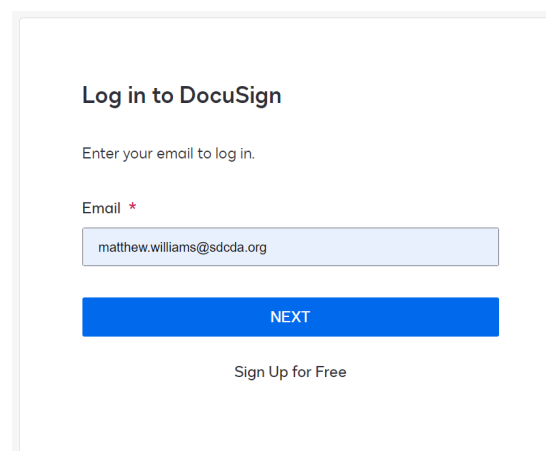
The screenshot shows a web browser window with the URL apps.sdca.org/miscpubapps/auth/ewarrantRegistration. The page header features the San Diego County District Attorney's logo and navigation links: "The DA's Office", "Prosecution Links", "Preventing Crime", "Helping Victims", and "Newsroom & Videos". 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

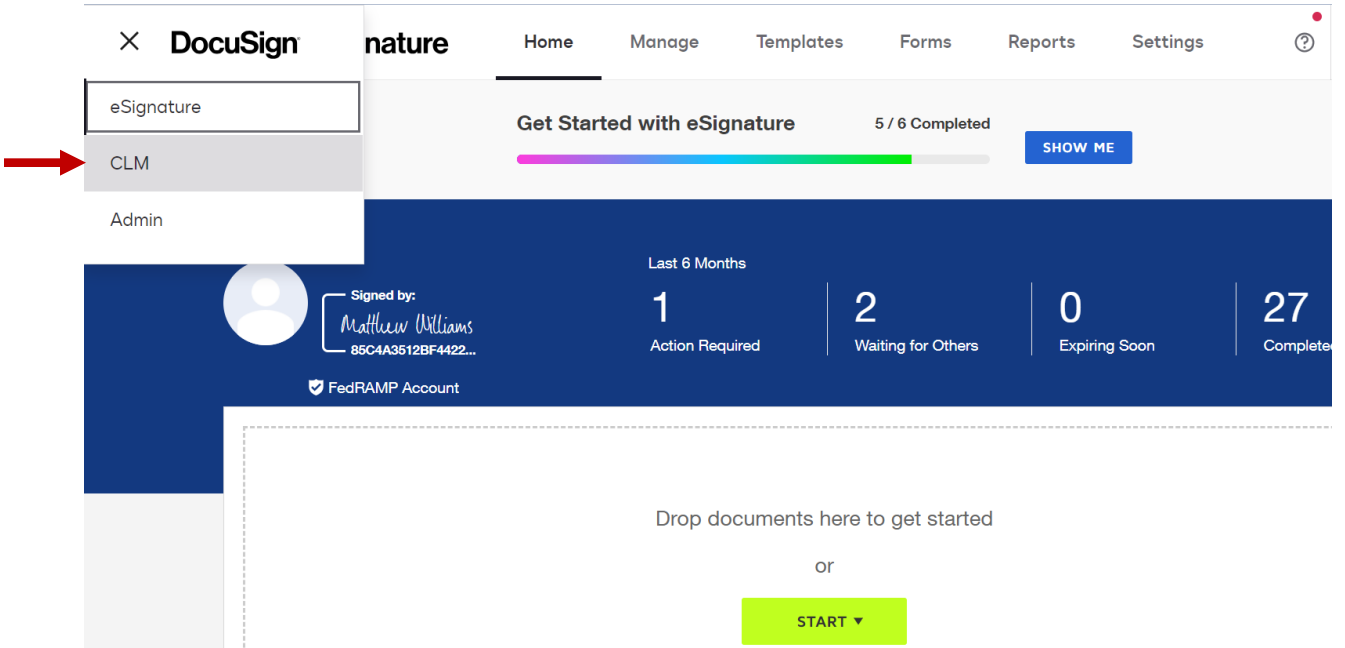


The screenshot shows the top navigation bar of the DocuSign website. It includes the DocuSign logo, navigation links for "Solutions", "Products", and "Plans & Pricing", and a "CONTACT SALES" button. The top right corner contains links for "Log In", "Access Documents", "Support", and "Search".



The screenshot shows the "Log in to DocuSign" page. It prompts the user to "Enter your email to log in." and features an "Email" input field with the text "matthew.williams@sdca.org". Below the input field is a blue "NEXT" button and a link for "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 Ping, Pen Register, Trap Trace or Cell Site Simulator Warrant, Click on the Actions Tab and select Warrant Request. On the next screen select Ping Trap Trace Warrant.

The screenshot shows the DocuSign CLM dashboard. At the top, there is a navigation bar with 'DocuSign CLM' and several tabs: 'Dashboard', 'Documents', 'Tasks', 'Reporting', 'Contacts', 'Admin', and 'Actions'. A red arrow points to the 'Actions' dropdown menu, which is open, showing 'Warrant Request' and 'Upload Document'. Another red arrow points to the 'Warrant Request' option. Below the navigation bar, there are two main sections: 'Recently Accessed ...' on the left and 'Affidavits In Progress' on the right. The 'Affidavits In Progress' section contains a table with columns for 'Document Name', 'Description', 'Created Date', and 'Affiant Na...'. The table lists two documents: 'UCSD-Matthew Williams-eWarrant-Test test-UNSEALED AFFIDAVIT- Test test test.docx' and 'SDDA-Marisa Di Tilio-eWarrant-6 Home PS-PARTIALLY SEALED AFFIDAVIT- 6 Home PS.docx'.

The screenshot shows the 'Generating Document: Affidavit Request' screen. On the left, there is a sidebar with the heading '1. Choose a Template' and a sub-heading 'Search & Filter'. Below this is a search input field with the placeholder text 'Search templates...' and a blue 'Apply' button. On the right, there is a 'Templates' section with the heading 'Templates' and '3 items'. Below this is a list of templates: 'Search Warrant', 'Blood Draw Warrant', and 'Ping Trap Trace Warrant'. A red arrow points to the 'Ping Trap Trace Warrant' option.

6. You will now answer a series of questions on the intake form.

Superior Court of California, County of San Diego

*Target/Description

Trap Trace Suspect's Phone

*Agency Name

San Diego Sheriff's Department

*Agency Name

San Diego Sheriff's Department

Agency Abbreviation

SDSD

*Police Officer FULL Name (no initials)

Travis Smith

*Badge Number

123456

*Police Officer Email

Travis.Smith@sdsheiff.org

*Police Officer Direct Mobile Number

619-555-5555

*Date of Affidavit

11/7/2023

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7. Make sure you speak to whichever DDA you plan to select to ensure they are available to approve your warrant as most Ping/Pen/Trap/Trace and CSS warrants are urgent. Select your DDA from the dropdown menu and their information will auto populate.

*Warrant Routing

Matthew Williams

*DA Email

Matthew.williams@sdcca.org

*DA First Name

Matthew

*DA Last Name

Williams

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.

Back Next

*Warrant Routing

Matthew Williams

*DA Email

Matthew.williams@sdcca.org

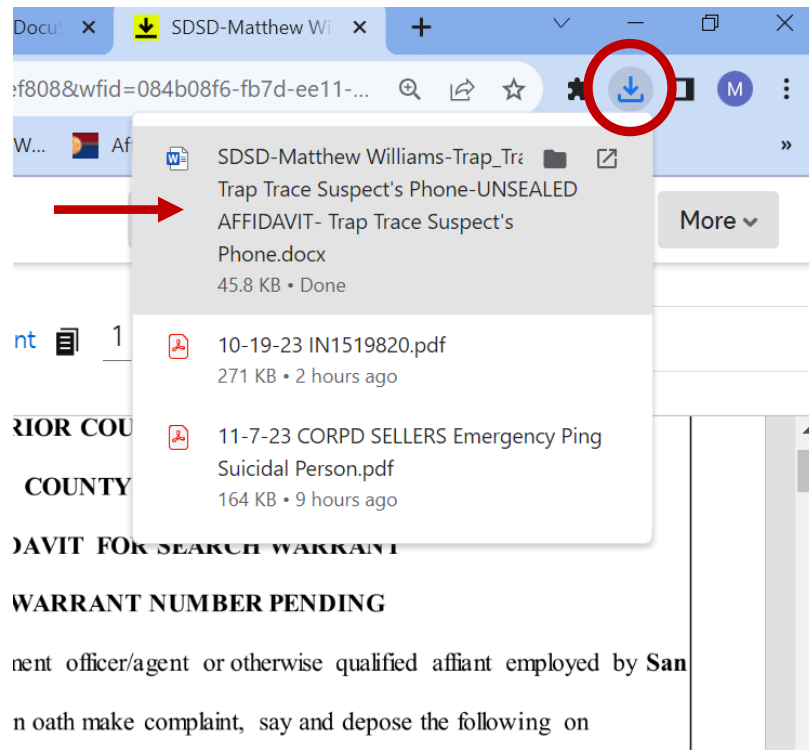
*DA First Name

Matthew

*DA Last Name

Williams

11. 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.



12. You can now edit your document. The introductory and closing language and all the Headers are pre-populated and cannot be changed. You can manipulate the rest of the document to suite your needs. If you need to add another Header or drag pictures into your document, you may do so with all the editing ability of WORD. Unlike the previous system, you need only worry about your affidavit as the warrant will auto populate based on the information included on the Affidavit.

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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 **11/07/2023** that I have substantial probable cause to believe and I do believe that I have cause to search:

LOCATION, PROPERTY, AND/OR PERSON[S] TO BE SEARCHED

A. **[INSERT LOCATION SECTION]**

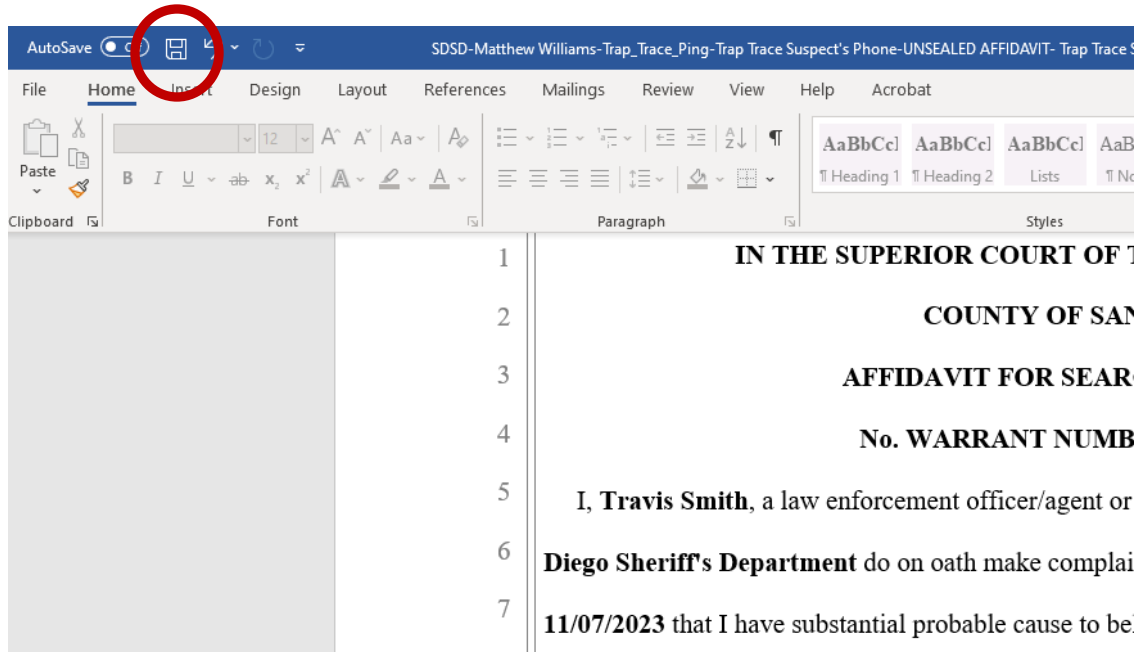
NOTE: Further, it is required that the request to track the real-time data, either historically or prospectively, and to receive information from any pen register or trap/trap device be served on all cell phone providers/carriers, by the listed primary company, due to the cell towers utilized by each and the agreement among the companies to share information relating to GPS location and information captured by the use of pen registers and trap/trace devices. Each company owns or

NOTE: If you are cutting and pasting from a pre-existing template, please remove the language that starts each request in Items to be Seized with "IT IS FURTHER REQUESTED." This language is not necessary and will show up on your warrant if you don't remove it.

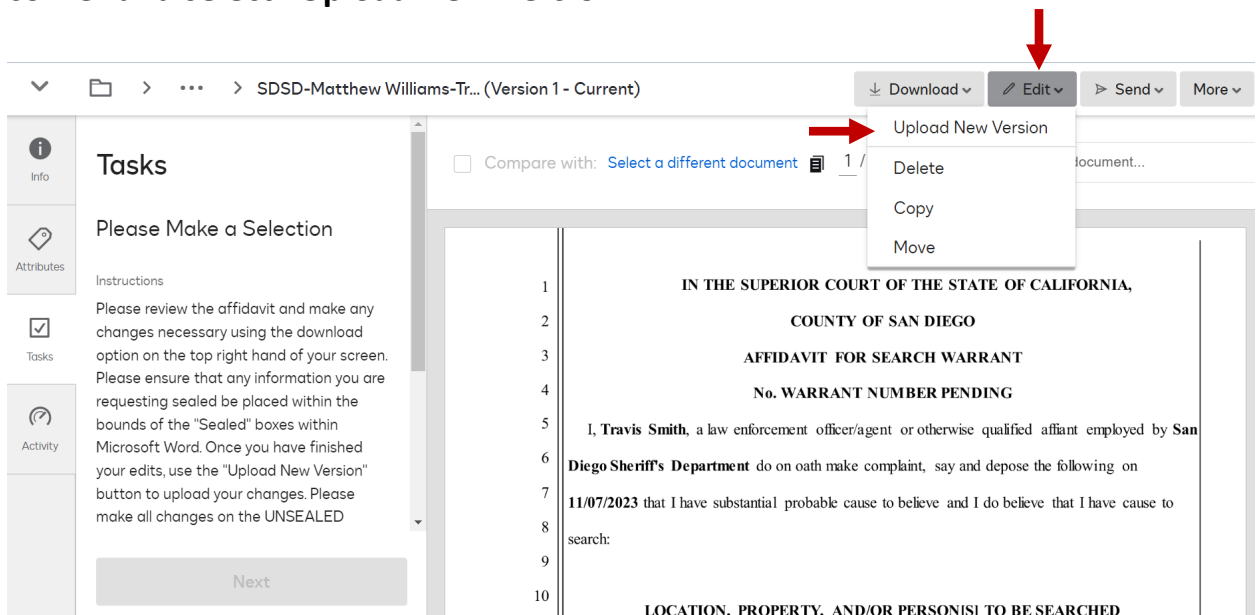
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- 5. ~~IT IS FURTHER REQUESTED~~, that "the wireless carriers", pursuant to probable cause, shall provide, on an ongoing and/or real-time basis, the location of cell site/sector (physical address) at call origination (for outbound calls), including any RTT (Real Time Tracking), MLT (Mobile Locator Tool), PCMD (Per Call Measurement) data, NELOS, call termination (for incoming calls) and during the progress of a call, and direction and strength of signal, for the **Subject Telephone Number**, including local and "roam" mode cellular telephone calls, call detail reports with cell site and sector information, for both interconnect and push to talk calls, along with the subscriber information for the telephone numbers beginning **XXXXXXXXXX**, and continuing for 30 days from the date this order is issued.
- 6. ~~IT IS FURTHER REQUESTED~~, that this authorization for the installation and use of a pen register, mobile pen register, and trap and trace device, including the "caller identification feature," applies not only to the telephone number listed above for the **Subject Telephone**

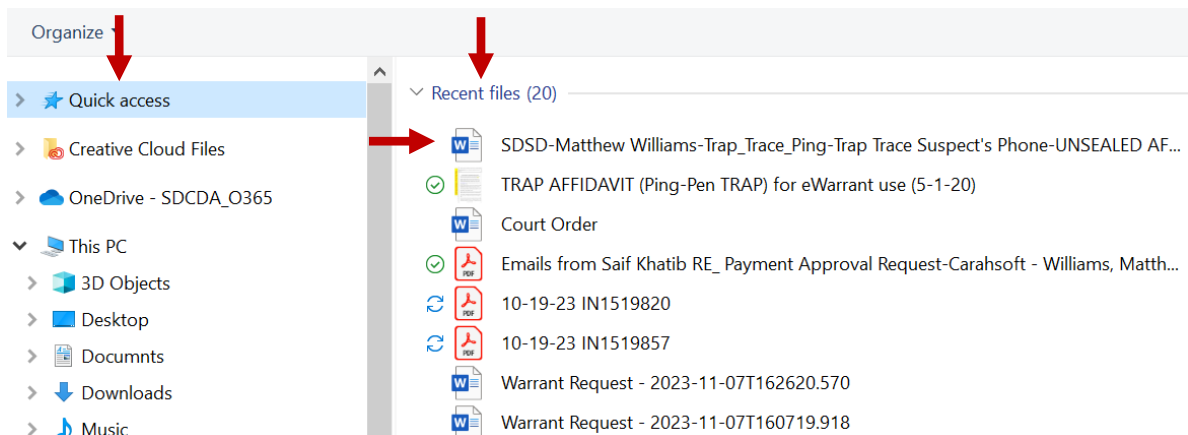
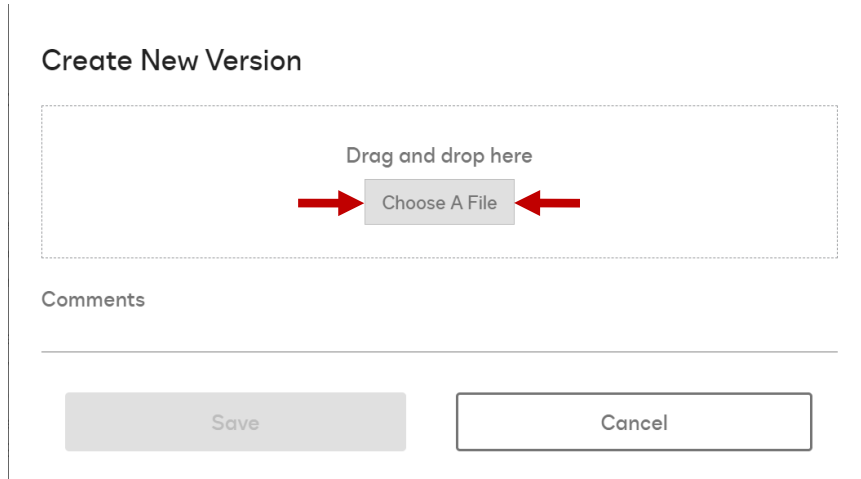
13. Once you have replaced all the highlighted portions with your case specific information and added any additional language you need, simply click on the save button in the upper left corner of the screen and navigate back to your DocuSign CLM window.



14. In DocuSign CLM click on the Edit Drop down in the upper right-hand corner and select "Upload New Version."



15. Select “Choose A File” and go to your “Quick Access” Recent Files. The warrant you were just working on should be the most recent file. Select it and click Save when the file appears on the Create New Version screen.



Create New Version

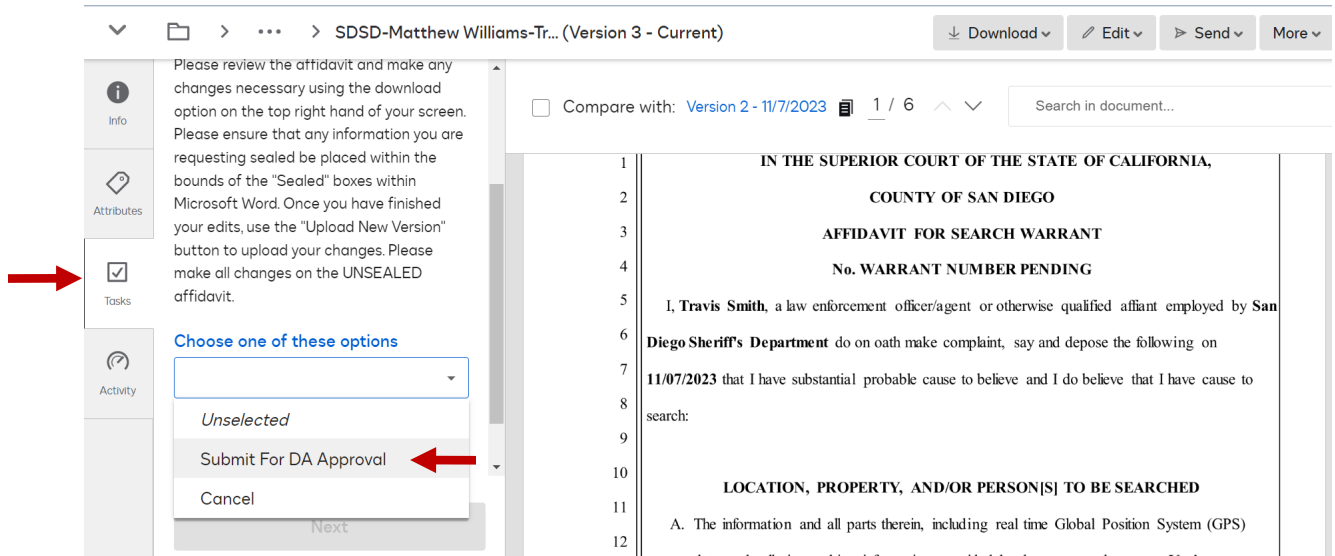
Your Document

SDSD-Matthew Williams-Trap_Trace_Ping-Trap Trace Suspect's...

Comments



16. 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 click “Submit for DA Approval” in the drop-down menu. This will send the warrant to the DDA you selected.



17. The DDA can edit, make comments, and send back for changes or simply approve your warrant. If your warrant is sent back for changes, you will follow the same process of Download/Edit/Upload/DA Approval (Steps 12-16 above). Once Approved by DDA you will receive an email with a Task Link.

DocuSign

Hello,

Your warrant request (described as Trap Trace Suspect's Phone) 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@sdcdca.org and mobile number 5555555555.



18. This link will take you directly back into your Tasks Tab where you can select from the drop down menu. If you make any changes after DDA Approval you will need to send back for DA approval. If no changes are needed, you can now select “Swear to Affidavit.” Then click Next.

The screenshot shows a software interface for affidavit submission. On the left, a sidebar contains several tabs: 'Info', 'Attributes', 'Tasks' (highlighted with a red arrow), and 'Activity'. A dropdown menu is open under the 'Tasks' tab, listing four options: 'Unselected', 'Swear to Affidavit' (indicated by a red arrow), 'Submit For DA Approval', and 'Cancel Request'. Below the dropdown is a 'REPOSITORY LINK' and a 'Next' button. The main content area displays a document titled 'SDSD-Matthew Williams-Tr... (Version 3 - Current)'. At the top right, there is a 'Compare with' dropdown menu set to 'Version 2 - 11/7/2023'. The document content is as follows:

1 IN THE SUPERIOR COURT OF 1
2 COUNTY OF SAN
3 AFFIDAVIT FOR SEARCH
4 No. WARRANT NUMB
5 I, Travis Smith, a law enforcement officer/agent or
6 Diego Sheriff's Department do on oath make complain
7 11/07/2023 that I have substantial probable cause to bel
8 search:
9
10 LOCATION, PROPERTY AND/OR BE

19. If outside of normal business hours (M-F 8am to 5pm), you will have to make an additional selection identifying whether your “Request is Urgent” (dissipating evidence, LE holding a scene, Danger to human life) or that your “Request is not Urgent,” (can be reviewed the next business day.) If Urgent, the warrant will be routed to the on Duty, After Hours Judge; if Not Urgent, your warrant will be submitted during normal business hours the following day.


SDSD-Matthew Williams-Tr... (Version 3 - Current) Download

Tasks

Please Make a Choice

Instructions
Before submitting your affidavit, we need to confirm that your request is in fact urgent. Non urgent requests will be rejected

Unselected

Request is Urgent 

Request is not Urgent

Complete

Compare with: [Version 2 - 11/7/2023](#) 1 / 6

1 IN THE SUPERIOR COURT OF THE STATE OF
2 COUNTY OF SAN DIEGO
3 AFFIDAVIT FOR SEARCH WARRANT
4 No. WARRANT NUMBER PENDING
5 I, **Travis Smith**, a law enforcement officer/agent or otherwise qualifie
6 **Diego Sheriff's Department** do on oath make complaint, say and depos
7 **11/07/2023** that I have substantial probable cause to believe and I do beli
8 search:
9
10 LOCATION. PROPERTY. AND/OR PERSONS TO BE

20. Select Complete and your warrant has now been submitted to the court for approval. You will receive an email confirming your warrant submission.

No action required: submission successful

DocuSign


2311080710-SDSD-OR-PTT (described as Trap Trace Suspect's Phone) 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.

Reply Forward

21. Once approved by the Court you will receive two emails. One will have a signed copy of your warrant ready to serve. The other will have a Task and instructions to Return your Warrant by downloading your Receipt and Inventory.

2311080710-SDSD-OR-PTT - APPROVED COPY ATTACHED 

 2311080710-SDSD-OR-PTT (... 268 KB 

EXTERNAL SENDER 

DocuSign

Your warrant request was approved. You will find an attached copy of the executable warrant above. You will receive a follow up email with instructions on how to complete the return process.

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.


DocuSign

Dear Travis Smith,

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 

22. When you click on the Return Task, you will be directed to your Tasks. Select “Return Warrant” from the drop down. You may also request an ECPA Delayed/Deferred Notice Extension if needed. After making your selection, click Next.

2311052209-SDSD-OR-PTT (... (Version 4 - Current))

Info
Attributes
Tasks
Activity

Once you have served the warrant, please return to this page and select "Return Warrant" to complete the return process. If you wish to request an extension, select "Request Extension" from the drop down menu.

Choose one of these options

Unselected
Return Warrant
Request ECPA Extension

REPOSITORY LINK

Next

DocuSign Envelope ID: DB954628-EB24-4522-A67F

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5 Proof, by affidavit,
6 by San Diego Sheriff's
7 affidavit attached heret
8 section 1524(a)(12) for
9 subject telephone withi
10 term of the authorizatio
11

23. 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. You may continue to request ECPA Delayed/Deferred Notice Extensions after you have returned your warrant.

1 Complete Form & Attach Documents

Please review the form on this page and fill out all required fields.

Fields might be pre-filled from other data sources, or may be left blank for you to fill out.

Drag and drop here

Select a file



Complete

Upload the R&I form to the left

Link to Form

[Here in a link to the R&I Form](#)



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