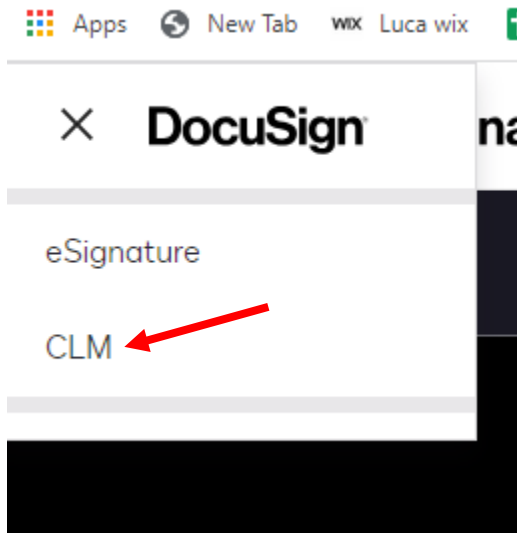
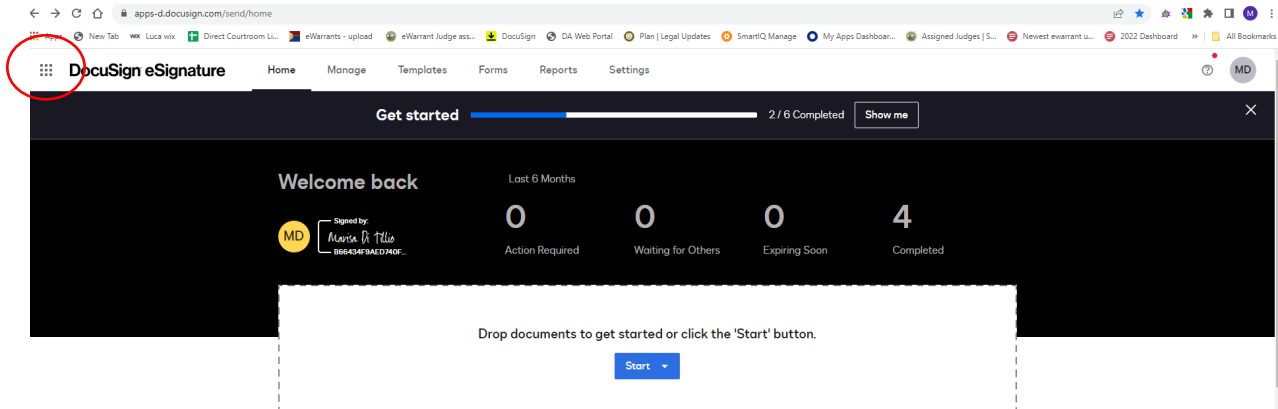
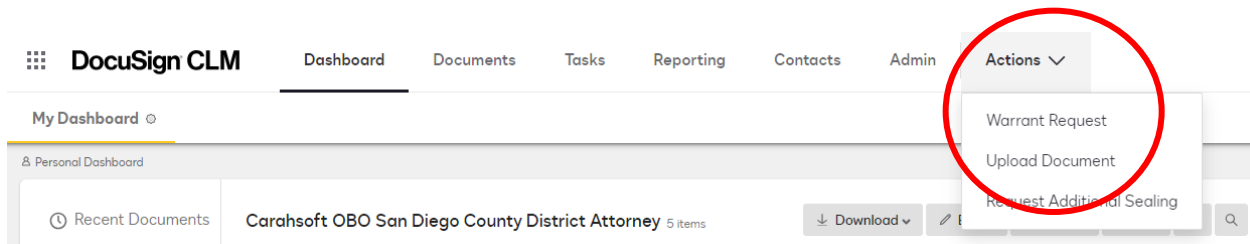


1. Log into your new DocuSign account www.docusign.com
2. Click on the nine box grid on the upper left corner, just to the left of DocuSign eSignature. Select CLM from the drop-down options.



3. From the top banner, select Actions. To start a warrant, select Warrant Request from the dropdown.



4. On this page, you can choose from three warrant types, Search Warrant (most warrants, including ECPA and non-ECPA), Forced Blood Draws, and PTTs.
5. Click on the type of warrant you want to commence and start filling out the “intake form.” This will appear similar to the face sheet in our current eWarrant system. The two main differences are that all the questions are on one page and there are no boxes to add free form text, such as PC or items to be seized sections. You’ll add that later.

The selections you make on this form **cannot be changed later in the process. If you neglect to select ECPA, for example, you cannot add it later. Give consideration to these selections during the intake process, or you’ll have to start over. Double check your responses before continuing and look out especially for things that can be auto populated from your web browser, such as phone numbers and email addresses.

You can request an unsealed, fully sealed, or partially sealed warrant. If you select partially sealed, you will have the option to seal within each section of the warrant. Answer the questions according to your specific case needs.

Superior Court of California, County of San Diego

*Target/Description

*Agency Name

*Agency Name

Agency Abbreviation

*Police Officer FULL Name (no initials)

*Badge Number

*Police Officer Email

*Police Officer Direct Mobile Number

*Date of Affidavit

10/31/2023



Sealing Request

*Do you want to request information to be SEALED by Court Order?

Yes, Request Information to be SEALED by court Order

No, I DO NOT want to Request Information to be SEALED by court Order

Location, Property, And/Or Person[s] to be Searched

Items to be Seized

Probable Cause Statement

Affiant Opinions and Conclusions

NOTE - Warrants for a search of phones and digital devices and warrants for records for service provider are ECPA warrants

*Is this an ECPA warrant?

Yes

No

*Do you have any requests such as Night Service/CATCH/Knock Notice/Delayed Deferred/Authentication/Additional Requests 

Yes

No

**If you select YES for Sealing, you will need to decide if you want partial or full sealing. If you select partial, additional questions will pop up asking you which of the sections you want sealed.

****If you do not select ECPA at this stage and your warrant is, in fact, an ECPA warrant, you will need to start over. If unsure if ECPA applies, contact your reviewing DDA before moving forward.**

****If you need Night Service, assistance from CATCH/RCFL, a waiver of Knock Notice (only trackers), Deferred Subscriber Notification, Delayed Target Notification, non-ECPA delayed notification, an Order certifying records as Authentic, or any additional requests, click YES to the any requests question. The additional selections will generate. If you do not need any of those requests, click NO.**

Other Additional Requests

***Do you want to request Night Service?**

Yes

No

***Do you want to request assistance from CATCH/RCFL?**

Yes

No

***Do you want to request Knock Notice Waiver?**

Yes

No

***Do you want to request Deferred Subscriber Notification (PC 1546.2 ECPA)?**

Yes

No

***Do you want to request Delayed Notification?**

Yes

No

***Do you want to request no Subscriber Notification (Non-ECPA)?**

Yes

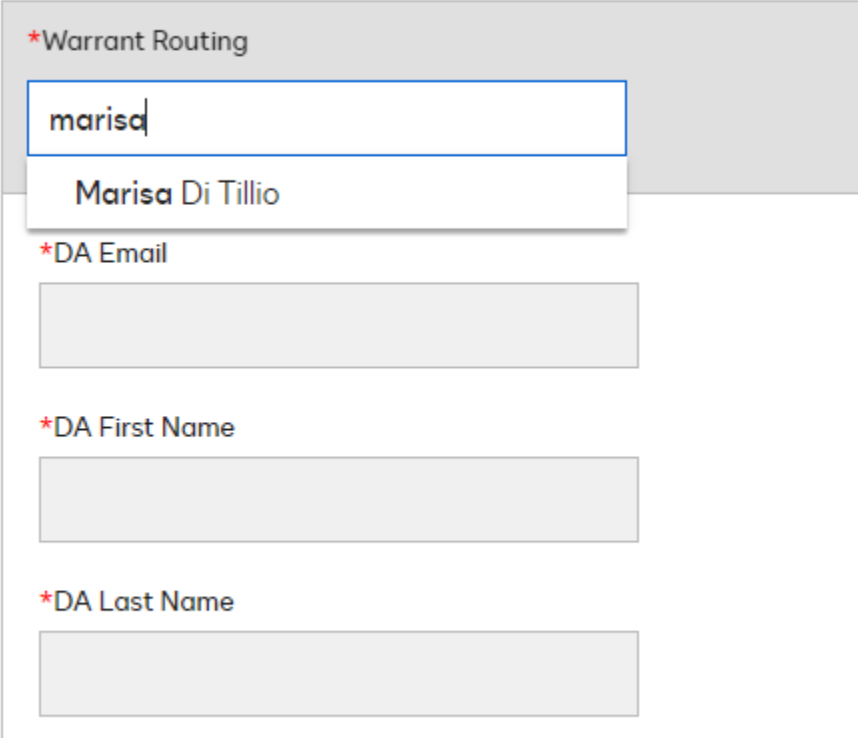
No

***Do you want to request an Order to Certify Records as Authentic?**

Yes

No

6. Select the DDA who will be reviewing your warrant. Start typing the name and the rest will auto populate.



The screenshot shows a form titled '*Warrant Routing'. It contains a text input field with the text 'marisa' entered. Below this field is a dropdown menu that is open, displaying the name 'Marisa Di Tillio'. Below the dropdown are three more input fields, each with a red asterisk and a label: '*DA Email', '*DA First Name', and '*DA Last Name'. All these fields are currently empty.

7. You will be taken to a preview page. This is essentially a template that reflects the selections you made on the intake form along with placeholder text. You cannot edit on this page directly – you’ll do that in the next step. If you want to change any selections you made on the intake form, click **BACK** and make the changes. Once you save this preview, you **cannot** make changes and you’ll need to start over. It can be helpful to discuss these options with the DDA that will be reviewing your warrant **before** you go beyond this step.

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.

Back

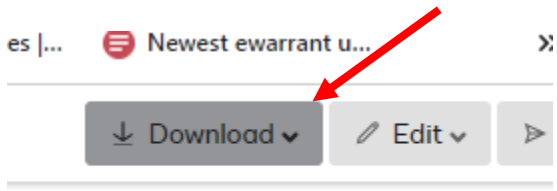
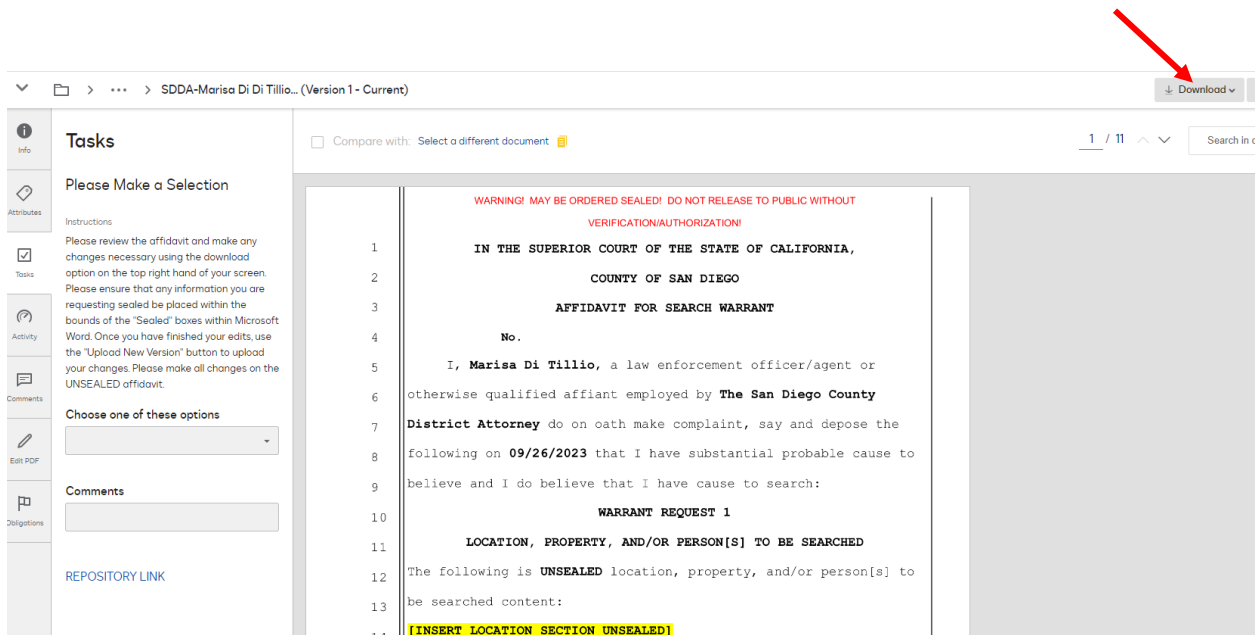
Next

1
2 IN THE SUPERIOR COURT OF THE STATE OF CALIFORNIA,
3 COUNTY OF SAN DIEGO
4 AFFIDAVIT FOR SEARCH WARRANT
5 No. WARRANT NUMBER PENDING
6 I, **Marisa Di Tilio**, a law enforcement officer/agent or otherwise qualified affiant
7 employed by **San Diego County District Attorney** do on oath make complaint, say and depose
8 the following on **11/15/2023** that I have substantial probable cause to believe and I do believe that
9 I have cause to search:
10
11 WARRANT REQUEST 1
12 LOCATION, PROPERTY, AND/OR PERSON[S] TO BE SEARCHED
13
14
15 **INSERT LOCATION(S) 1**
16
17 ITEMS TO BE SEIZED
18 **INSERT ITEMS TO BE SEIZED**
19
20
21 AFFIANT'S QUALIFICATIONS
22

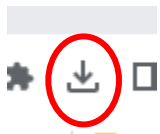
8. Click the NEXT button.

9. You will automatically be taken to the next step.

10. Click the DOWNLOAD button, then DOWNLOAD FILE. This will open a word doc automatically. You do not need to change the name.



11. Select the download pop up which will open the document. This download arrow should be in the upper right corner of your browser if you missed the pop up:

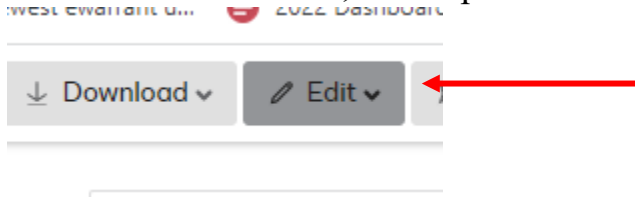


12. Once you open the document, enable editing. All the sections that need to be addressed should have highlighted headers. Add text to each section. You can use all the Word formatting features to edit your document. Note, the headers and some necessary text are not editable. If you requested a partially

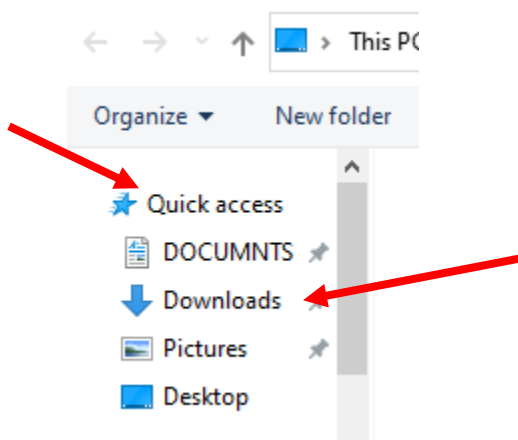
sealed warrant, you will be presented with two sections for each part of the warrant you indicated you needed to seal. Place the information that does not need sealing in the UNSEALED section. Place only the information that needs to be sealed in the SEALED section. Each section is clearly marked. If you selected a fully sealed warrant, you do not need to separate out the information – the entire warrant will be sealed upon Judge approval. Be mindful that all sealing needs to be narrowly tailored so think about what really needs to be sealed, rather than selecting fully sealed out of convenience.

13. Once you're done, save the document and return to your CLM dashboard.

14. Click the EDIT button, then Upload New Version.



15. You can choose a file or drag it into the box. The easiest method is to select Choose a File and go to your Quick Access folder. It will be the first of your recent files if it was the most recent document you were editing. (If it is not in your Quick Access because you came back to your affidavit the next day, then it will be in your Downloads.) Select the file, click OPEN, and then SAVE. Your warrant request has now been “checked in.”



16. From that same page, you can click on the TASKS tab and choose to send to the reviewing DDA. If you decide to leave this page and come back later, it will remain in your TASKS on your CLM dashboard.

▼ > SDDA-Marisa Di Di Tillio...

Tasks

Please Make a Selection

Instructions

Please review the affidavit and make any changes necessary using the download option on the top right hand of your screen. Please ensure that any information you are requesting sealed be placed within the bounds of the "Sealed" boxes within 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.

Choose one of these options

Unselected

Submit For DA Approval

Cancel Request

REPOSITORY LINK

17. Once the reviewing DDA has approved your warrant request, you will receive an email with a link to a task to swear to the affidavit which will send the warrant request to the court. ***New feature*** If it is outside of business hours, you will be asked to designate your warrant as URGENT or NOT URGENT. If you have a non-urgent warrant, select “not urgent” and it will be forwarded to the court on the next business day. This allows you the flexibility to submit your warrants during your work hours, even if they do not align with court business hours. If it is truly an urgent warrant, you can select URGENT and it will go to the urgent judge.
18. After you submit your request, you will receive an email letting you know it was received by a judge. The email will have the warrant number. You will no longer receive a courtesy copy.
19. If your warrant is approved, you will receive an email with a link to your documents, then a second email with a task to submit a receipt and inventory. If you lose track of these emails, you can always visit your TASKS page and address any outstanding action items.
20. If your warrant request is declined, you will receive an email with the Judge’s reasons.
21. ***New Feature*** If you initially were granted a delay/deferred notification on an ECPA warrant, you now can request an extension for an additional 90 days directly through eWarrant. You can access that request from the same page as the R&I return process. Additionally, you will receive a reminder email shortly before your 90-day delay/defer period expires. This request will be routed directly to the judge that approved your warrant. If approved, you will receive a copy of the signed order via an email link.



Info



Attributes



Tasks



Activity




Comments



warrant at any time using the "Download" option in the top right hand of your screen. 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](#)

1. 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.

[Cancel This Step](#)

*Police Officer FULL Name (no initials)

Marisa Di Tillio

*Agency Name

San Diego County District Attorney

*Agency Name

San Diego County District Attorney


Agency Abbreviation

SDDA

ECPA Notice Extension

This information will automatically populate. Select which “adverse results” you believe will occur without an extension. Then include the justification for your request and select if you need this document sealed.

ECPA Notice Extension

*Please select all applicable "adverse results" 

- Danger to the life or physical safety of an individual
- Flight from prosecution
- Tampering or destruction of evidence
- Intimidation of a potential witness
- Seriously jeopardize an investigation or unduly delay a trial

erred notice extension

+	≡	≡	≡	≡
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Warrant Number

2310281447-SDDA-MXD-FSW

*Please provide the justification for delayed/deferred notice extension

A A B / U S ☰ ☷ ↶ ↷ ☰ ☷ ☰ ☷ ☰ ☷ ↺

|

*Would you like to seal this request?

▼

2. 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 Complete.

[Cancel This Step](#)

Back Complete



Please feel free to contact your LE liaison with any questions.