

Creating Arrest and Search Warrants

Both Arrest and Search Warrant case types have a case security level of 1 and are public cases unless the court has good cause to seal the warrant.

Creating an Arrest Warrant Case (AW Docket AO2 and AO18) Circuit and District Courts

Do NOT create an AW case when a warrant is issued (continue the practice of creating a BW, WI, or WO case). If the court is using BW, WI, or WO cases to track issuance of warrants, you may use the existing procedure. An AW case is created only when a warrant is returned and it cannot be associated to a case. For example, if the warrant is returned with a criminal information, create the criminal case and file the warrant.

Creating an Arrest Warrant (AW) Case ID not Using BW, WI, or WO Cases

1. Go to **CMAINIT**.
2. Enter your **Court Code**.
3. Enter your **Location Code**.
4. Enter **AW** for the Case Type.
5. Leave the word **NEXT** in the Case ID field.
6. Click in the **Filing Date** field, and enter the date that the warrant was returned.
EX: **091513** for September 15, 2013
7. Press **Tab** to go to the next field, and enter the Filing **Time**. EX: 0900 for 9AM or 1300 for 1PM.
8. If the court has determined that the warrant is not public, you must raise the case security level to 3.
9. Ctrl + PgDn to enter parties (eg. defendant(s), officers) and enter the SA10 – WARRANT RETURNED docket code in the Short Docket tab.

Creating an Arrest Warrant (AW) Case from BW Cases Circuit Courts Only

If you are using BW cases, see steps below to copy the information from the BW case to the AW case.

1. Go to **CMAINIT**.
2. Enter your **Court Code**.
3. Enter your **Location Code**.
4. Enter **AW** for the Case Type.
5. Leave the word **NEXT** in the Case ID field.
6. Click in the **Filing Date** field, and enter the date that the warrant was returned.
EX: **091513** for September 15, 2013
7. Press **Tab** to go to the next field, and enter the Filing **Time**. EX: 0900 for 9AM or 1300 for 1PM.
8. If the court has determined that the warrant is not public, you must raise the case security level to 3.
9. Press **F10** to save. Notice the Case ID will generate for you.

HINT: Do **NOT** press Ctrl and PgDn to leave the top block, or the Case Copy function will not work.

10. Highlight the new **Case ID**, and press **Ctrl** and **C** to copy the ID.
11. Click on **Options** in the menu bar at the top of your screen.
12. Click on **Case Copy (CDACCOP)** from the Options dropdown menu.
13. Click in the **Copy To Case ID** field, and press **Ctrl** and **V** to paste the new Case ID.

HINT: If you wish to copy violations, click the **Party ID** LOV button in the Copy To block to choose the Defendant whose violations you wish to copy.

14. Press **Ctrl** and **PgDn** to go to the Copy From block.
15. Delete the default Case ID, and enter the original **BW Case ID** from which you are copying.
16. Press **Ctrl** and **PgDn** to go to the next block.

HINT: If you wish to copy all case contents, press **F10** to save, and then click the **Red Door** icon to exit back to CMAINIT.

HINT: If you wish to select certain items to copy, continue with the steps below.

17. Click the **Docket** radio button.

18. Click the **Copy** and **Text** checkboxes next to each docket entry you wish to copy.

HINT: Filing party association and docket associations will **NOT** copy over to the new case.

19. Click the **Party** radio button.

20. Click the **Copy** checkbox next to each party you wish to copy.

21. Click the **Violation** radio button.

22. Click the **Copy** checkbox next to each violation you wish to copy.

HINT: If there is additional Text, Cause, or Cause Text information you wish to copy for each violation you will also need to select each of these checkboxes for each violation you are copying.

23. Press **F10** to save.

24. Click the **Red Door** icon to go back to CMAINIT.

Entering Docket Codes

1. Click on the **Short Docket** Tab.

2. Press **F8** to display any docket codes that were copied over.

HINT: If the **Filing Date Alert** displays click **OK**.

3. Press **F6** to insert a blank record.

4. Enter the SA10 – WARRANT RETURNED docket code.

5. Press **F10** to save.

Relating Cases

HINT: After the Criminal case is entered at a later date, you can relate the arrest warrant case to the criminal case.

1. Go to **CDARELC**.
2. Enter the original **Case ID** in the top block.
3. Press **Ctrl** and **PgDn** to go to the next block.
4. Enter the **Case ID(s)** related to the original case.
5. Press **F10** to save.

HINT: Do NOT consolidate cases.

WI and WO Cases District Courts Only

District courts will continue to create a WI or WO case when a warrant is issued. Instead of creating an AW case, continue the process of changing the case type from WI or WO to a criminal case type once the warrant is returned. If a warrant was issued without creating a WI or WO case, please follow the instructions above to create an AW case when the warrant is returned.

Creating a Search Warrant Case (SW Docket AO2 and AO18) Circuit Courts and District Courts

Do NOT create an SW case when a search warrant is issued. An SW case is created only when a search warrant is returned, and it cannot be associated to a case.

I. Creating a Search Warrant (SW) Case ID

1. Go to **CMAINIT**.
2. Enter your **Court Code**.
3. Enter your **Location Code**.
4. Enter **SW** for the Case Type.

5. Leave the word **NEXT** in the Case ID field.
6. Click in the **Filing Date** field, and enter the date that the warrant is returned. EX: **091513** for September 15, 2013
7. Press **Tab** to go to the next field, and enter the Filing **Time**. EX: 0900 for 9AM or 1300 for 1PM.
8. If the court has determined that the warrant is not public, you must raise the case security level to 3.
9. Ctrl + PgDn to enter parties
10. Enter the SA10 – WARRANT RETURNED docket code and applicable text to docket the warrant.

HINT: When an executed search warrant is returned, the warrant, report, inventory of things seized, and affidavit or sworn testimony (which may include audio or video testimony) shall be filed with the clerk and shall be publicly accessible, unless the court has good cause to seal the warrant and report. These items should be appropriately docketed.