

DA WARRANTS/ FILING/ SCREENING PROCESS

Search Warrants

Follow the steps on the court's e-warrant coversheet and email the search warrant to larimercourts@judicial.state.co.us and cc DA office at warrants@co.larimer.co.us.

- * DA review of all search warrants except blood draws is required by the Court.
- * A court cover sheet, search warrant, and affidavit are needed for submission the court.
- * Search warrants do not need to be notarized; the Judge will call to swear officer in.

Urgent Search Warrants

Mark urgent on the court's e-warrant coversheet and follow the steps above.

- * Mark urgent only when law enforcement is ready to take action on the search warrant at the time it is submitted- this not for warrants being served a later date.
- * If it is urgent, indicate URGENT in the subject line and state why it is urgent in the body of the email.
- * Search warrants do not need to be notarized; the Judge will call to swear officer in
- * For urgent SW during business hours call (970) 498-7200.
- * For after-hours urgent search warrants, call the on-call DA (970) 214-5500.

Misdemeanor/Traffic Arrest Warrants

These are not filed through the DA's office. Follow the steps on the court's e-warrant coversheet – email the arrest warrant and summons and complaint to larimercourts@judicial.state.co.us.

- * Write DV ARREST in subject line of email on all DV arrest warrants so the court will review within 24 hours.
- * No notarized Law Enforcement Affidavit or Felony Filing Form is needed since misdemeanor cases and warrants are only filed by (1) summons, (2) warrantless arrest on scene, or (3) notarized arrest warrant and complaint filed with the court through the portal.
- * If you want to screen a case or have questions about a Misd/Traffic case please call (970) 498-7200 to reach an attorney during business hours or (970) 214-5500 if urgent after-hours questions arise. This is only to assist the officer when requested, not a required step.

Felony Arrest Warrant Process

Please submit all Felony Arrest Warrants to the DA's office for a felony filing unless it is urgent (see below).

- * Submit a notarized arrest affidavit (no warrant is needed the DA creates this), DA felony filing form, notarized Law Enforcement Affidavit, defendant criminal history, upload all reports, documents, pertinent media that needs reviewed for filing in Voyager, and schedule a felony filing appointment with the DA's office, (970) 498-7282.
- * After review, the filing DA can: (1) confer with law enforcement and ask for additional investigation, (2) accept charges and file a complaint and information into the District Court and an arrest warrant will issue, or (3) issue formal no file outlining the reasons why charges are being declined.

Urgent Felony Arrest Warrants

Mark urgent and follow the steps on the court's e-warrant coversheet– submit coversheet, arrest affidavit with Judge's signature line and arrest warrant to larimercourts@judicial.state.co.us.

- * DA review is not required for urgent arrest warrants.
- * **Mark urgent only** when there is an ongoing community/victim safety issue, or a specific tactical need exists and when law enforcement is ready to take action on the arrest warrant at the time it is submitted.
- * If it is urgent, indicate URGENT in the subject line and in the body of email state why it is urgent.
- * Urgent arrest warrants do not need to be notarized; the Judge will call to swear officer in.
- * Within 3 business days of submitting an urgent arrest warrant to the court, follow the felony arrest warrant process above and call the DA's office to schedule a case filing.

Informal Screening Process

To assist law enforcement with questions regarding legal sufficiency of evidence - or other legal thresholds - which will assist in the agency's internal decisions about how to proceed on a case, the DA's office will discuss with law enforcement investigative steps and legal requirements without the need for an affidavit alleging probable cause. This is meant to be a good faith informal discussion to assist law enforcement and not a formal file/no-file discussion.

- * Law enforcement can call (970) 498-7200 to talk with a DA during business hours, for urgent after-hours issues please call the on-call DA (970) 214-5500.
- * Depending on the complexity of the issue, a DA will either assist at the time of the call or schedule a more in-depth screening and request reports, documents and/or evidence to be uploaded into Voyager.
- * Law enforcement can also call and set up a screening appointment (by phone, zoom, or in person) with a filing DA by calling (970) 498-7282.
- * This *informal* screening process is to assist law enforcement but shall not be used as an official "no-file" finding. If an informal screening is requested and the DA's determination is the case cannot be filed in its current state, this finding should not be used to tell victims the DA will not take a case, and it should not be noted in police report that the DA is not filing the case, these are formal no-file decisions (see below).
- * If an official written no-file is requested after an informal screening by an officer who believes PC exists, then all reports, documents, and pertinent media must be uploaded into Voyager, and a DA filing form must be submitted, prior to the official written no file being issued.

SVU Felony Cases

SVU- are all felony crimes against child victims, all felony sexual assaults, and felony stalking cases.

- * Contact an SVU DA to discuss case issues, questions, screenings, filing, and arrest warrants.
- * Search warrants on SVU cases may be submitted to an SVU DA **or** through the normal search warrant process listed above.
- * Please call SVU Chief Amanda Duhon (720) 201-5760 on all child SBI or death cases.

Juvenile Arrest Warrant Process (Regardless of Charge Level)

Submit all juvenile arrest warrants to the DA's office for review and filing unless there is a significant and imminent public safety concern in which case you may use the **Urgent Felony Arrest Warrant** procedure noted above and call (970) 498-7287 to schedule a filing with a juvenile DA within 3 business days.

Regardless of charge level the case may qualify for a DA issued summons and an arrest warrant may not be required. It is generally best to consult with a juvenile DA early in the process to determine most appropriate course of action.

* Submission to the DA's office for filing- submit a notarized arrest affidavit (no warrant is needed the DA creates this), DA juvenile filing form, notarized Juvenile Law Enforcement Affidavit, upload all reports, documents, pertinent media that needs reviewed for filing in Voyager, and schedule a filing appointment with a juvenile DA by calling (970) 498-7287

* After review, the filing DA can: (1) confer with law enforcement and ask for additional investigation, (2) accept charges and file a Petition in Delinquency and an arrest warrant will issue, (3) accept charges and file a Petition in Delinquency issue a summons to appear, (4) refer the case to juvenile diversion, or (5) issue a formal no file outlining the reasons why charges are being declined.

Custody (arrest) of a Juvenile

If a juvenile is taken into custody by an officer, the officer needs to contact the HUB by calling (970) 498-6999 ext. 7. The HUB will screen the case and determine if the juvenile is to be detained at Platte Valley or Prairie Vista or sent home with family on home lock down.

After a juvenile arrest please follow the procedure above for filing and notify the DA's office you need to file a juvenile filing.