



E-Warrant Coversheet (Rev. 4/8/24)

A coversheet is required for each warrant submission.

Submitted by: _____
Officer/Affiant phone number to be reached at: _____
Officer/Affiant unavailable: _____
Supervisor Review: Supervisor Name: _____
Approved by DA: DA Name: _____

NOTE: All search warrants (except blood draws) must be reviewed by a DA prior to submission to the court.
All non-urgent FELONY arrest warrants must be submitted to the DA's office and not to the Court.

1. **Urgent Search and Arrest Warrants** (handled upon request during normal business hours, Mon-Fri 8am-5pm. For after-hours emergencies, see #6 below)
For URGENT warrants, you must email LarimerCourts@judicial.state.co.us with "**URGENT**" in the **subject line**, AND COPY **08urgentwarrants@judicial.state.co.us**. Once the email is received and reviewed, notification will be sent to Judicial Officers regarding the urgent request.
Reason Warrant is Urgent: _____
2. **Non-Urgent Search and Non-Felony Arrest Warrants** (will be reviewed by a Judicial Officer within 2 business days. DV Arrests will be reviewed by the next business day.)
Email: LarimerCourts@judicial.state.co.us
DV Arrest Affidavit/Warrant
Request face-to-face meeting with Judicial Officer
Request specific Judicial Officer to review submission

Judge: _____
Reason (amended affidavit, Judicial Officer previously reviewed same set of facts, etc.)
3. Arrest warrant checklist – **A complaint or ticket must be included with non-felony arrest warrants.**
Is Affidavit signed and notarized (must be signed, not typed name)?
Is complaint or ticket included?
Is the ticket signed (must be signed, not typed name)?
Are documents in PDF format?
4. Search warrant quick checklist
Is Affidavit signed (must be signed, not typed name)?
Are documents in PDF format? Approved by DA?
5. Search warrant return quick checklist
Is return signed and notarized?
Is "original" signed affidavit and warrant/order included in email?
6. For **EMERGENCY AFTER HOURS** warrants only, the law enforcement officer should email a signed affidavit and warrant to the Larimer Courts email LarimerCourts@judicial.state.co.us. A Notary is not needed for emergencies. Once the email has been sent, the officer should call the on-call Judge or Magistrate at 970-692-4270. The judicial officer will swear in the law enforcement officer over the phone.