



**Superior Court of California
County of Sonoma**

NOTICE FROM THE CLERK OF THE COURT

CHANGE IN PROCEDURE

**COURT ADOPTS ELECTRONIC PROCESS FOR LAW ENFORCEMENT
DURING DAYTIME COURT BUSINESS HOURS FOR
WARRANTS, RETURNS, ARREST/RAMEY WARRANTS *EFFECTIVE***

March 1, 2019

Effective March 1, 2019, applications for search warrants, applications for arrest warrants, requests for court orders, returns on warrants and other similar documents requiring a Judge's review and signature during Court business hours (8:00 a.m. – 5:00 p.m., Monday-Friday, exclusive of Court holidays) will be processed electronically. Pursuant to this change, law enforcement personnel will no longer need to visit the Court during business hours to obtain review and/or signatures on applications for search warrants, applications for arrest warrants, requests for court orders, returns on warrants and other similar documents. All issued warrants will be electronically returned to the requesting Law Enforcement Officer via the email provided. Full procedure is attached.



Superior Court of California

County of Sonoma

Gary Nadler
Presiding Judge
Arlene D. Junior

Court Executive Officer/Clerk of the Court/Jury Commissioner

ACCESS, SERVICE, JUSTICE

DAY WARRANTS/DAY EPO

Sonoma County Superior Court

(Effective March 1, 2019)

DAYTIME WARRANTS, RETURNS, ARREST WARRANTS AND RAMEY WARRANTS

PROCEDURE:

The requesting officer electronically provides to the assigned Judicial Assistant the document in PDF format. The transmitting email shall include the officer's name and contact number should the reviewing Judicial Officer have any questions or concerns. The appropriate Judicial Assistant will be noted on the Daily Status Sheet.

Once the warrant or other such document is electronically signed, the Judicial Officer returns it electronically to the sending officer. The iPad will be set up so that the signed warrant is saved to a specialized court drive (as with nighttime electronic warrants).

NOTES:

- *The assigned Judicial Assistant shall not be contacted by an officer until the warrant is completed.*
- *The original complaint must first be filed before an arrest warrant is sought; the Judicial Assistant may not be contacted until the complaint is filed.*
- *When processing a Ramey warrant, the Court will facilitate filing from the electronic documents.*

DAYTIME EPO CALLS

EPO orders are processed as previously: the officer seeking an EPO calls the designated number as noted on the Judge On Duty roster and the Daily Status Sheet.