

**WESTERN DISTRICT OF TEXAS (SAN ANTONIO DIVISION)
PLAN FOR ELECTRONIC SUBMISSION OF REQUESTS FOR
ARREST AND SEARCH WARRANTS AND
RETURN OF SEARCH WARRANTS**

a. Scope of Plan:

These procedures apply to the electronic submission of requests for complaints, arrest warrants under Fed.R.Crim.P. 4(d) and search warrants and return of search warrants under Fed.R.Crim. 41(d)(3) and (f)(1)(D), consistent with Federal Rule of Criminal Procedure 4.1.

This plan establishes a procedure by which investigative agencies can submit requests for complaints, arrest and/or search warrants and return of search warrants to the court in conformity with Fed.R.Crim.P. 4.1. This plan applies only to matters involving the United States Attorney's office and United States District Court for the Western District of Texas, San Antonio Division. **Failure to follow these procedures may result in the rejection of the search warrant/criminal complaint/return by means of electronic submission, irrespective of whether probable cause exists.**

b. Affiant (Agent)/AUSA Obligations:

Prior to submission of the search/arrest warrants packet to the court, the entire packet must be reviewed and approved by an AUSA. **The affiant's signature must be the agent's actual signature.** Unlike the affiant's signature, the AUSA's signature may be a "/s/ followed by name" signature or an actual signature. Additionally, in each affidavit submitted under this process the following language must be included at the end of the affidavit after the affiant's signature line.

In all electronically submitted affidavits (both criminal complaint and search warrants):

Approved as to form
/s/ [AUSA Name] or Actual Signature
[AUSA's NAME]
Assistant United States Attorney

Affiant's Actual Signature
[AFFIANT's NAME]
Title & Agency

Affidavit submitted by email/pdf and attested to me as true and accurate by telephone consistent with **Fed.R.Crim. P. 4.1 and/or 4(d) arrest warrant and/or 41(d)(3) search warrant** before me this _____ day of _____, 20____.

[JUDGE's NAME]
United States Magistrate Judge