

FRANKLIN COUNTY MUNICIPAL COURT



COLUMBUS, OHIO

Guidelines for the electronic submission of search warrants and investigative subpoenas.

Pursuant to Crim.R. 41 and Loc.R. 4.12, search warrants and investigative subpoenas may be submitted electronically. Any law enforcement officer seeking electronic approval of a search warrant or issuance of an investigative subpoena must comply with the following.

- 1) The Court's weekly schedule will indicate whether the Judge assigned to the Duty Room will accept electronic submissions.
- 2) The warrant or investigative subpoena must be on a form approved by the Court and sent to the e-mail account designated by the Court.
- 3) The law enforcement officer must send the warrant or investigative subpoena from the e-mail address issued by the employing law enforcement agency.
- 4) For any critical or emergency search warrant, the law enforcement officer should confirm the Judge's immediate availability by calling either the Duty Room during the Court's normal business hours or the Duty Judge if the submission is made outside of the Court's normal business hours.
- 5) The e-mail message must contain the law enforcement officer's title, name, badge number, agency, assigned unit, and a telephone number where the officer will answer the Judge's call to be placed under oath. No search warrant will issue until the officer has been placed under oath. No investigative subpoena will issue until it has been determined that the subpoena has been requested in furtherance of an ongoing criminal investigation.
- 6) The Judge will return any signed search warrant and investigative subpoena to the law enforcement officer's agency-issued e-mail address.