

# **LAW ENFORCEMENT WARRANT FAQs**

Please bookmark this website and check back regularly for updates:

[New Warrant Process | New Hampshire Judicial Branch \(nh.gov\)](#).

## **IMPORTANT UPDATES:**

- **NAMING CONVENTION – SHOULD BE IN THE SUBJECT LINE OF YOUR EMAIL AND SHOULD MATCH THE NAME OF YOUR WARRANT**
- **NEW NAMING CONVENTION FOR JUVENILE (JV) SEARCH WARRANTS AND RETURNS**
- **PLEASE INDICATE IN YOUR EMAIL IF YOU ARE SEEKING A SEARCH WARRANT FOR MEDICAL RECORDS.**
- **YOU ARE NO LONGER REQUIRED TO SEND A COPY OF A COMPLAINT WITH AN ARREST WARRANT. THIS APPLIES TO SUPERIOR AND CIRCUIT COURTS.**
- **ADDITIONAL EMERGENCY WARRANT CATEGORY FOR SUPERIOR COURT:**
  - If, after hours, you have a situation that would require you to secure a structure over the weekend, and you believe a felony has occurred, you can contact the Superior Court on-call number for an emergency warrant. It is preferable that you wait until the morning (weekends) to make the warrant request. Please note that this does NOT apply to automobiles.

Questions? Email [warrants@courts.state.nh.us](mailto:warrants@courts.state.nh.us)

## **SEARCH/ARREST WARRANT REQUESTS**

- 1) **Will I receive confirmation that my email requesting a warrant has been received?**
  - a. Yes, we have added a bounce back email to the [warrants@courts.state.nh.us](mailto:warrants@courts.state.nh.us), so you will know that the email was received.
- 2) **Will I receive confirmation that my warrant was uploaded to the Judge's queue?**
  - a. Yes, LEEP Teleporter will indicate that the documents are uploaded with the following:



## PREPARING MY WARRANT

- 3) **Currently, I prepare my warrants, print them out so I can sign, then scan back to myself. Can I electronically sign my warrants?**

[Click here for information on getting your electronic signature using free software.](#)

- 4) **There will now only be 2 forms associated with search warrants? The warrant itself and a sworn statement? So no more “application?”**

That is correct. There are two forms for obtaining a search warrant:

- Probable Cause Statement for Search Warrant
- Search Warrant

They are available on the court website.

**NOTE:** We are attempting to create an updated Probable Cause form that will allow for unlimited characters in the PC section of the form. If we are able to accomplish this, we will update the forms on the website.

- 5) **Are arrest warrant forms changing as well or will we still be using the AOC-117-045 form (rev. 5/01)?**

Yes, please see the new [Arrest Warrant Package](#).

- 6) **What if I don't have access to a computer for an emergency nighttime warrant?**

If you can access your email on your cell phone, you can upload warrants. To prepare the warrant, PDF and you can upload the document when you receive the link.

## **SUBMITTING AND RECEIVING WARRANTS**

- 7) **When we receive the signed warrant back in the download link, how long is that link accessible? In my trial run, it expired after 5 hours. Will that be the case when this goes live?**

The link availability is configurable on our end. We have asked the judges who sign emergency warrants to set link availability to 1 day. Standard non-emergency warrants will be available for 5 days.

- 8) **Do Search Warrant Returns follow the same process where we email to request a link, then upload via teleporter? Or can those just be attached in direct emails to this inbox?**

- Returns are not considered sensitive information, so may be transmitted by email. Returns are sent to [warrants@courts.state.nh.us](mailto:warrants@courts.state.nh.us). There is no need for an upload link to submit a warrant return.
- Returns should be named the same as the warrant, with RTN or Return tacked on to the end of the PDF file name

- 9) **Are Administrative Inspection Warrants covered by this process?**

Yes. You submit administrative warrants using this same process.

- 10) **Are search warrants for medical records handled differently?**

Yes. Since the results from the medical records search warrants often involve a hearing prior to their release, we will be sending those to a judge in the court of jurisdiction.

**PLEASE INDICATE IN YOUR EMAIL IF YOU ARE SEEKING A SEARCH WARRANT FOR MEDICAL RECORDS.**

- 11) **Am I required to send a copy of a complaint electronically with a request for an arrest warrant?**

No. **You are no longer required to send a copy of a complaint with an arrest warrant.** This applies to Superior and Circuit Courts.

- 12) **Does the Superior Court answering service have access to the Judge Operation?**

No. Only the Judges can access their operations during off hours.

- 13) **Should I contact the nighttime judge or answering service when I know I will have a warrant coming?**

You should contact the nighttime judge or answering service when your warrant is complete and ready to be sent. The judge will send you an upload link shortly after they are contacted, and will be prepared to review the warrant immediately.

**14) If I am seeking a warrant for information that I know will take 30 days or more to receive (Google, Facebook, cell phone records) should a motion to extend the deadline be filed with the warrant?**

Yes. You can file a motion to extend and/or a motion to seal with the original warrant using the same upload link. The judge will act on both the warrant and the motion and send them back using the same download link.

**15) If a warrant is sent right before 4:00 pm, will a daytime judge or a nighttime judge be handling the warrant?**

All warrants in the queue before 4:00 p.m. will be handled by the daytime judge. There is a chance you may not get the warrant back until the following morning, but our goal is to have warrants returned the same day.

**16) If I need an addendum to a warrant at night that was signed by a judge during the day, how do I get that?**

- a. Circuit Court – reach out to the judge who signed the daytime warrant
- b. Superior Court – let the answering service know you have an addendum to a warrant, and tell them which judge signed it. They will try to reach that judge instead of the oncall judges

NOTE: Judges are expecting that they may be contacted at night even if they are not oncall. Judges prefer to follow up on warrants with which they are already familiar.

**17) Does my Probable Cause Statement or Affidavit need to be signed by the judge?**

No, the judge only signs the warrant and any motions.

## **LEEP FAQs**

### **Why did the recipient not receive my upload link?**

In the event that you do not receive an upload link email message, please check your Junk/Spam folders. To avoid this issue in the future, add **noreply@teleporter01.org** to your safe senders list.

### **How does the one-time PIN process work?**

Each recipient will receive an email with a personalized link. When the individual clicks the link, they will be presented with a web page where they must click a button to request a login PIN. Teleporter will send a PIN to the email originally entered by the sender (the email address cannot be changed). Once the individual successfully enters the received PIN, they will be able to view information and download the sent files.

## Why did I not receive my download link?

In the event that you do not receive a download link email message, please check your Junk/Spam folders. To avoid this issue in the future, add [noreply@teleporter01.org](mailto:noreply@teleporter01.org) to your safe senders list.

## RETURNS

1. **I have a return or motion to seal for a warrant that was signed prior to November 1<sup>st</sup>. How should I submit the return or motion to seal?**

You will submit the return or motion to seal the same way you submitted your warrant. Paper returns and motions will go to the Court where you received your signed warrant.

2. **How do I submit returns for warrants that were signed after November 1<sup>st</sup>?**

You may submit returns to the following email: [warrants@courts.state.nh.us](mailto:warrants@courts.state.nh.us). Do not submit returns using the upload link that was sent to you for your warrant.

3. **Any changes I need to make on the return if I submit to District or Superior Court?**

Yes, if you are not using our new court form, you need to ensure your return lists a District Court if it is a misdemeanor offense or a Superior Court if it is a felony offense. We highly recommend utilizing our new warrant forms.

## JUVENILE (JV) WARRANTS & RETURNS

1. **How do I name my Juvenile Warrant/Return?**

When naming a juvenile warrant, please use the naming convention listed below, adding **JV** after your J-One Control Number.

**For example:**           634**JV**redbackpack12072021  
                                  634**JV**redbackpackreturn12072021

## REQUESTS FOR WARRANTS FOR MEDICAL RECORDS AND RETURNS:

1. **Where do I file my Warrant for Medical Records and the Return?**

Warrants for Medical Records and the Returns should be filed in the Superior Court in the jurisdiction of the underlying case.

## MOTIONS TO SEAL

1. **How do I file a Motion to Seal?**

Motions to Seal shall be a separate document file using the same upload link. Please indicate in your email to [warrants@courts.state.nh.us](mailto:warrants@courts.state.nh.us) that a Motion to Seal is also included, so that the warrant clerks are aware and will know to look for it.

**For example:** if you have both a warrant and a motion to seal for the same case

**Warrant:** 634redbackpack12222021

**Motion to Seal:** 634Motiontosealredbackpack12222021