

Search Warrants

→ Best Practices ←

Guide for Entry into FullCourt

The original Search Warrant application will generally remain in the care of the Judge's office until the warrant has been served and completed. During this time the applications are sealed from the public.

A new Search Warrant case will be entered in FullCourt when the completed Search Warrant has been returned to the court. A written inventory of any evidence or contraband taken will be part of the case. The case is public information and will not be sealed unless otherwise ordered by the judge.

46-5-255. When warrant may be served

The warrant must be served within 10 days from time of issuance. Any warrant **not served** within 10 days is void and must be returned to the court or the judge issuing the warrant and identified as "not served".

46-5-301. Return.


(1) A return must be made promptly and must be accompanied by a written inventory of any evidence or contraband taken, verified by the person serving the warrant. The return must be made before the judge who issued the warrant or, if the judge is absent or unavailable, before the nearest available judge.

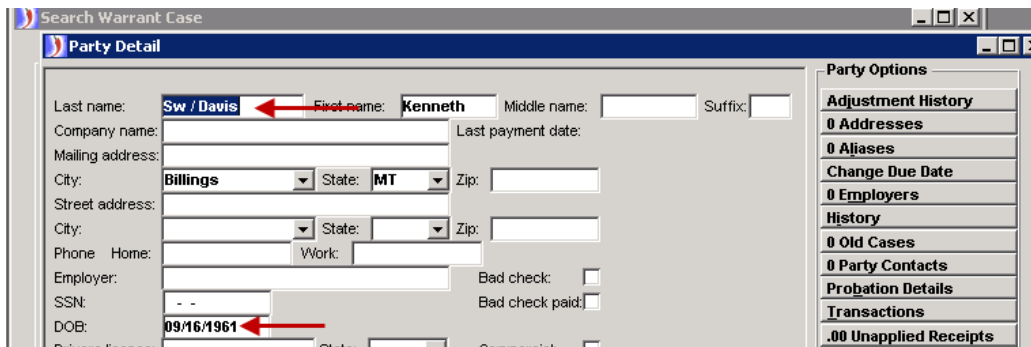
(2) The judge shall, upon request, deliver a copy of the inventory and the order of custody or disposition to the person from whom or from whose premises the property was taken and to the applicant for the warrant.

(3) The judge shall enter an order providing for the custody or appropriate disposition of the evidence or contraband seized pending further proceedings

***NOTE The Search Warrant has nothing to do with the Criminal Case . It is always a separate case.**

Opening a new Search Warrant Case

1. Click on Charge Entry icon. 
2. → Enter the Person, Address or Item to be searched using the "Sw /" format ←
 - a. Sw / Name
 - i. In the last name field enter Sw / last name of person to be searched.



The screenshot shows a software window titled "Search Warrant Case" with a sub-tab "Party Detail". The form contains the following fields and values:

- Last name: Sw / Davis (with a red arrow pointing to it)
- First name: Kenneth
- Middle name: (empty)
- Suffix: (empty)
- Company name: (empty)
- Mailing address: (empty)
- City: Billings
- State: MT
- Zip: (empty)
- Street address: (empty)
- City: (empty)
- State: (empty)
- Zip: (empty)
- Phone Home: (empty)
- Work: (empty)
- Employer: (empty)
- SSN: - -
- DOB: 09/16/1961 (with a red arrow pointing to it)
- Bad check:
- Bad check paid:
- Commercial:

On the right side, there is a "Party Options" sidebar with the following items:

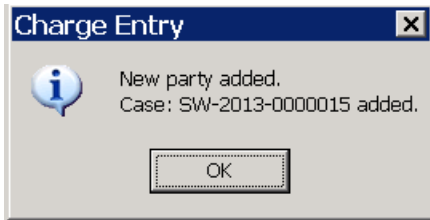
- Adjustment History
- 0 Addresses
- 0 Aliases
- Change Due Date
- 0 Employers
- History
- 0 Old Cases
- 0 Party Contacts
- Probation Details
- Transactions
- .00 Unapplied Receipts

- b. Sw / Address
 - i. In the last name field enter Sw / Address to be searched.
 - ii. Enter the City in the city field.
 - iii. Enter the State in the state field.
- c. Sw / Thing
 - i. In the last name field enter Sw / thing to be searched such as a car.

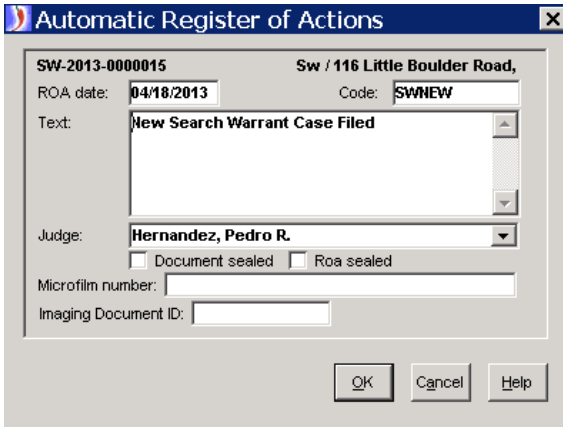
- 3. Select the Statute → Search Warrant ← Click to Save.
 - a. Enter Search Warrant Date and time in Violation Date field.
 - b. → Enter County Attorney or Officer ←

- Select the Case Type of Search Warrant ← Click OK.

- 4. Case Number is assigned. Click OK.

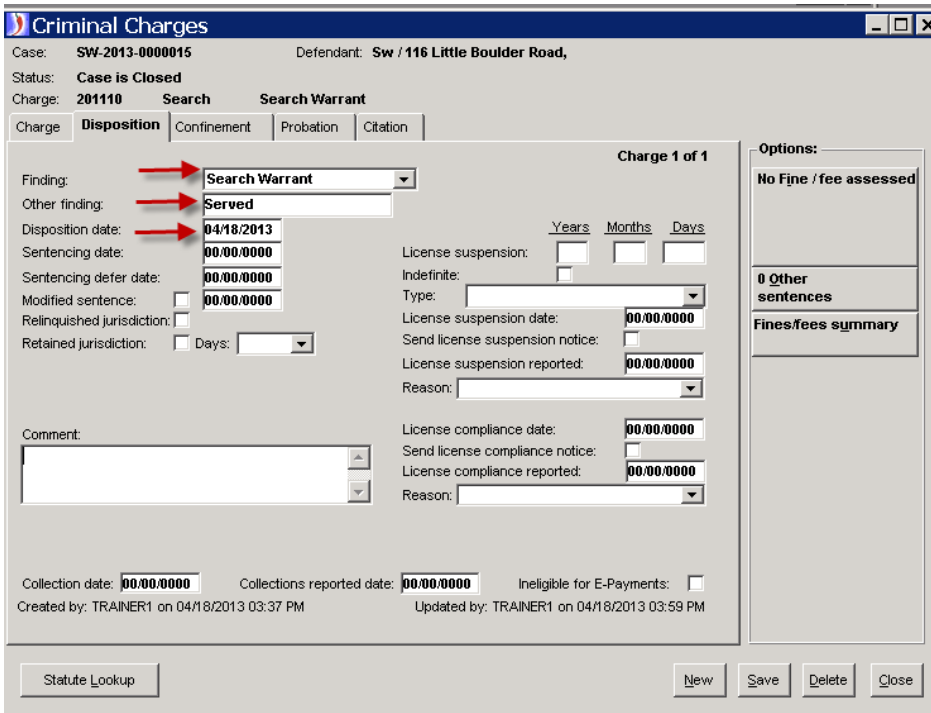


5. Automatic ROA recorded. Click OK.



6. Entering the disposition on case.

- a. → Enter a finding of Search Warrant ←
- b. → The disposition date will be filing date ←
- c. → The Other finding will be Served or Not Served ←



7. Case will become Disposed. Click OK.

Automatic Register of Actions

SW-2013-0000015 Sw / 116 Little Boulder Road,
 ROA date: 04/18/2013 Code: STATCHG
 Text: Case Status Changed: disposed
 Judge: Hernandez, Pedro R.
 Document sealed Roa sealed
 Microfilm number:
 Imaging Document ID:
 OK Cancel Help

8. Change the Case Status to Closed.

Charge Entry

Search Warrant Case
 Case: SW-2013-0000015
 Judge: Pedro R. Hernandez
 Prosecutor: Prosecutor,
 Filing date: 04/18/2013
 Amount due: 0.00
 Comment:
 Created by: TRAINER1 on 04/18/2013 03:37 PM Updated by:
 Defendant Agreement
 Defendant 1 of 1
 Sw / 116 Little Boulder Road,
 Attorney: [none]
 Speedy Trial date: 00/00/0000
 Initial Appeal: 00/00/0000 Attorney wait
 Custody status: None
 MANS:
 Bond ordered: .00
 Probation officer: [none]
 Appearance / Hearing date:
 No online partial payments
 Created by: TRAINER1 on 04/18/2013 03:37 PM Updated by: TRAINER1 on 04/18/2013 03:37 PM
 Label Print CaseMail Change Case Type Reset Appear Date Images New Save Delete Close

Change Case Status

Case: SW-2013-0000015
 Current status: Disposed 4/18/2013
 Date: 04/18/2013
 New status:
 Closed
 Deferred
 Inactive
 Reopened
 OK Cancel Help

Optional: Scanning Search Warrants:

Courts have the option to scan the returned Search Warrant application and inventory list.

→ The scanned document can be attached to the New Case ROA ←

Automatic Register of Actions

SW-2013-0000015 Sw / 116 Little Boulder Road,
 ROA date: 04/18/2013 Code: SWNEW
 Text: New Search Warrant Case Filed
 Judge: Hernandez, Pedro R.
 Document sealed Roa sealed
 Microfilm number:
 Imaging Document ID:
 OK Cancel Help