

FAQ

FREQUENTLY ASKED QUESTIONS FOR ELECTRONIC WARRANTS

**DO NOT SUBMIT SEARCH OR ARREST WARRANTS
AFTER 7:30 PM OR ON WEEKENDS OR ON COURT
HOLIDAYS UNLESS IT IS AN EMERGENCY**

Q: Do I need to have my search warrant approved?

A: YES. An Assistant State's Attorney must approve search warrants. For search warrant approval:

- Out of custody: Call 630-407-8031.
- In custody: Contact DuComm at 630-510-3832 after the electronic search warrant has been submitted and ask for the on-duty ASA felony screener.

Q: Do I need to have my felony complaint approved?

A: No. The language in your complaint does NOT have to be reviewed or approved by an Assistant State's Attorney. If you need assistance with the wording of your complaint, please consult with the on-duty felony screening unit Assistant State's Attorney. The Assistant State's Attorney who approved the felony charges can assist you with the language at the time of approval.

Q: Do I need to have my felony CHARGE approved?

A: Yes. For felony screening:

- Out of custody screen: Call 630-407-8031 or email saofelony.screening@dupagecounty.gov.
- In custody screen: Contact DuComm at 630-510-3832 and ask for the on-duty ASA felony screener.

Q: What Information do I need when calling the Assistant State's Attorney?

A: The search warrant number (ex. 2023SW9999), your full name, agency, and your best and most direct phone number.

Q: How are search warrants or arrest warrants signed by the Judge?

A: In order for the Judge to sign a warrant the status must say "ASSIGNED TO JUDGE". Officers should verify the warrant status says, "ASSIGNED TO JUDGE", double check they are on a computer with a working webcam and then alert the Judge:

- Non-holiday M-F 8:00 am – 4:00 pm call daytime Duty Judge at 630-407-8770.
- Non-holiday M-F 4:00 pm – 7:30 pm call DuComm at 630-510-3832.
- Holiday, Weekend and Non-holiday M-F 7:30 pm – 8:00 am, EMERGENCY & DUI (blood draw) ONLY. Call DuComm at 630-510-3832.

Q: What Information do I need when calling the judge to sign my warrant?

A: The search warrant (ex. 2023SW9999) or complaint (ex. OW20239999) number, your last name, agency, and your best and most direct phone number. The Judge's window may be small, leave a number where you can be contacted directly.

Q: What is an Emergency?

A: If you answer YES to any of the following:

- Non-holiday M-F 8:00 am – 4:00 pm
 - Do we need to get the judge off of the bench?
- Holiday, Weekend, and Non-holiday M-F 7:30 pm – 8:00 am, is this an emergency investigation?
 - Is a blood draw search warrant needed?
 - Is this a serious violent crime?
 - Is this a time-sensitive significant felony investigation?

Q: When will the Judge return my call?

A: As soon as they are able. Duty Judges have other responsibilities and may not be able to get back to you immediately.

Q: What if I miss the Judges return phone call?

A: Listen to the voicemail for a callback number. If no callback number call:

- Non-holiday M-F 8:00 am – 4:00 pm call daytime Duty Judge at 630-407-8770.
- Non-holiday M-F 4:00 pm – 7:30 pm call DuComm at 630-510-3832.
- Holiday, Weekend and Non-holiday M-F 7:30 pm – 8:00 am, EMERGENCY & DUI (blood draw) ONLY. Call DuComm at 630-510-3832.
- DO NOT CALL THE NUMBER ON YOUR CALLER ID.

Q: Who do I call if I need an arrest warrant or complaint corrected after it has been signed by the Judge?

A: Contact the screening department at the State's Attorney's office to quash and re-issue the warrant. Complaints and warrants once filed cannot be edited. Before filing, double-check common mistakes like swapped first/last names.

Q: Can I still bring Arrest Warrants and Complaints to the traffic courts for Judge's signature, rather than doing the remote video conference?

A: Yes, however complaints and arrest warrants created in the electronic system must also be signed electronically by the Judge. Make sure the arrest warrant is "ASSIGNED TO JUDGE" prior to going to traffic court, then provide the OW complaint number so the Judge can easily identify your arrest warrant. After the Judge signs you will be able to download the signed PDF from the system.

Q: Why do the PDF copies of my documents have a "DRAFT" watermark on them?

A: Documents created in the system are watermarked until they are properly signed by the Judge and electronically filed with the Circuit Clerk. If you are seeing the watermark, this means you are not yet done with the process. Do not print watermarked copies and file them with the Circuit Clerk manually. You must finish the electronic process to sign/file your warrants or complaints electronically.

Q: Who do I contact regarding login issues or to create new users?

A: Every agency has one or more "Agency Administrators" already established. This person within your agency can create users and reset passwords. If you do not know who your agency administrator is, from the login page of the system, click "New Agency User Registration", and select your agency, then the system will tell you the name(s) of your agency administrators.

Q: Who do I call with technical issues or questions about the warrant system?

A: Please contact the Circuit Clerk's Office by creating a support ticket at: support.18thjudicial.org
If you are having an issue with a specific case, please provide either the SW number or OW complaint number using the category "Search Warrant / Long Form Complaint – Illinois Court Services". Please note that the support ticket system is only monitored M-F 8AM to 4:30 PM.