



## ***E-Warrant Coversheet***

Please return this with each warrant submission.

Submitted by:  
Officer/Affiant phone number to be reached at:  
Officer/Affiant unavailable:  
Reviewed by DA:  
DA Email: (please copy on email):

1. **Urgent** (handled upon request during normal business hours. For after-hours emergencies see #6)

For URGENT warrants, you must email [LarimerCourts@judicial.state.co.us](mailto:LarimerCourts@judicial.state.co.us) with **"URGENT" in the subject line**, AND call one of the following in Judicial Administration (Please DO NOT leave a message. Start with #1 and move down the list until you reach someone.):

- |                                  |                                |
|----------------------------------|--------------------------------|
| 1. Laine Majerus: 970-494-3590   | 4. Sarah Esparza: 970-494-3595 |
| 2. Abby Walker: 970-494-3592     | 5. Tracey Sogi: 970-494-3593   |
| 3. Kristin Sheeran: 970-494-3591 |                                |

**Non-Urgent** (reviewed by Judicial Officer within 2 business days, DV arrest affidavits will be reviewed the next day) Email [LarimerCourts@judicial.state.co.us](mailto:LarimerCourts@judicial.state.co.us)

2. Request face-to-face meeting with Judicial Officer

Request specific Judicial Officer to review submission

Judge:

Reason (amended affidavit, Judicial Officer previously reviewed same set of facts, etc):

3. Arrest warrant checklist N/A

Is Affidavit signed and notarized?

If charges are non-felony charges, **is complaint or ticket included in email?**

Are documents in PDF format?

4. Search warrant quick checklist N/A

Is Affidavit signed?

Are documents in PDF format?

5. Search warrant return quick checklist N/A

Is return signed and notarized?

Is "original" signed warrant/order included in email?

6. For **EMERGENCY AFTER HOURS** warrants only, the law enforcement officer should email a signed affidavit and warrant to the Larimer Courts email [LarimerCourts@judicial.state.co.us](mailto:LarimerCourts@judicial.state.co.us) Once the email has been sent, the officer should call the on-call Judge or Magistrate at 970-692-4270. The judicial officer will swear in the law enforcement officer over the phone.