



Alabama Warrant Portal

Warrant Portal User Manual



Alabama Warrant Portal

Revised January 2023

Warrant Portal Login

Law Enforcement and District Attorneys personnel will log into the warrant portal using Alacop log in information. To obtain access to the Warrant Portal, each user will need to contact their AISO to grant access to the warrant portal. The AISO is the individual that grants Alacop access rights.

To access the Warrant portal website – type in <https://warrant.alacourt.gov> to any internet browser.



ALACOP [Request an account](#)

Warning

This site is intended strictly for official law enforcement and criminal justice use only. It is a violation of Alabama State law to attempt to enter this site without possessing the appropriate credentials. All transactions are monitored and logged.

Alabama Law Enforcement Agency
Support Center
201 South Union Street Suite 300
Montgomery, AL, 36130
Phone: 800.382.8025
Fax: 334.517.2740

Warrant Home Screen

The screen below is the Warrant Dashboard. This screen will display warrants up to 6 months.

The warrants on the dashboard can be filtered by **All**, **Issued**, **Requested**, **Recalled**, or **Executed** by selecting the tabs on the left side of the screen.

“My Last 10” - will display the last 10 warrants for the officer logged in.

“My Warrants” – Will display any all warrants, pertaining to the officer logged in.

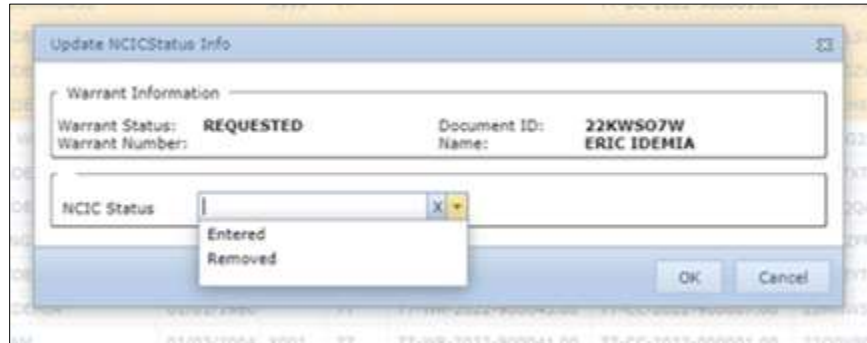
Warrant Dashboard														
All All in County (6 Months) My Last 10 My Warrants														
Issued		Status	Full Name	DOB	SSN	County	WarrantNumber	CaseNumber	Document ID	Req.ORI	Last Action	Request	Execute	Swear
Requested	>		SERVED	ERIC IDEMIA	01/01/1980	X000	77	77-WR-2022-900048.00		22Y6HFBA	CJ0000000	12/15/2022	Request	11/21/2022
Requested	>		REQUESTED	ERIC IDEMIA	01/01/1980	X000	77			22KWSO7W	CJ0000000	12/14/2022	Request	12/13/2022
Executed	>		SERVED	TEST SUMMONS2		X999	77	77-DC-2022-900001.00		22NRXKR6		12/13/2022		
Executed	>		REQUESTED	ERIC IDEMIA	01/01/1980	X000	77			22UJLSV	CJ0000000	12/13/2022	Request	12/13/2022
Executed	>		ISSUED	ERIC IDEMIA	01/01/1980	X000	77	77-WR-2022-900050.00		22B4GZV2		12/13/2022	Request	Execute 12/13/2022
Executed	>		SERVED	ERIC IDEMIA	01/01/1980	X000	77	77-WR-2022-900049.00	77-DC-2022-900023.00	22YV1H87	CJ0000000	12/13/2022	Request	12/13/2022
Executed	>		SERVED	CARLY WENTZ	05/01/2010	X333	77	77-WR-2022-900042.00	77-CC-2021-000001.00	22PWG25P		11/21/2022		
Executed	>		SERVED	ERIC IDEMIA	01/01/1980	X000	77	77-WR-2022-900047.00	77-DC-2022-900022.00	225KFXJT		11/17/2022	Request	11/17/2022
Executed	>		SERVED	ERIC IDEMIA	01/01/1980		77	77-WR-2022-900046.00	77-CC-2022-900009.00	228TQAG	CJ0000000	11/10/2022	Request	11/10/2022
Executed	>		SERVED	TESTING TESTING	02/16/1990	X999	77	77-WR-2022-900045.00		22CMZPPM		11/10/2022	Request	
Executed	>		SERVED	ERIC IDEMIA	01/01/1980	X000	77	77-WR-2022-900044.00	77-CC-2022-900008.00	221VEYIQ		11/10/2022	Request	
Executed	>		SERVED	ERIC IDEMIA	01/01/1980		77	77-WR-2022-900043.00	77-CC-2022-900007.00	22MNWSUA	CJ0000000	11/10/2022	Request	11/10/2022
Executed	>		ISSUED	ANT SAM	01/03/2004	X001	77	77-WR-2022-900041.00	77-CC-2022-000001.00	2200V8DD		11/01/2022		Execute
Executed	>		ISSUED	wade deason		X789	77	77-WR-2020-900035.00		18CJHQOJ	CJ0000000	10/24/2022	Request	Execute 6/9/2020
Executed	>		SERVED	ERIC IDEMIA	01/01/1980	X000	77	77-WR-2022-900042.00		22YV1H87	CJ0000000	12/13/2022	Request	

The **“Status”** column will allow law enforcement personnel to mark which warrants have been entered to NCIC. This feature is an in-house feature. This will help law enforcement, and their office staff and officers to identify which warrants have been added to or removed from NCIC.

Click on the **“Bubble”** next to the warrant.

Status			
>		<input checked="" type="checkbox"/>	SERVED
>		<input type="checkbox"/>	REQUESTED
>		<input type="checkbox"/>	SERVED
>		<input type="checkbox"/>	REQUESTED
>		<input type="checkbox"/>	ISSUED
>		<input type="checkbox"/>	SERVED
>		<input checked="" type="checkbox"/>	SERVED
>		<input checked="" type="checkbox"/>	SERVED
>		<input type="checkbox"/>	SERVED

The screen below will appear. Select **“Entered”** or **“Removed”** and click **“OK”**.



A checkbox will denote the warrant has been added to NCIC and an X, will denote the warrant has been removed.

>	W	<input checked="" type="checkbox"/>	SERVED	ERIC IDEMIA	01/
>	W	<input checked="" type="checkbox"/>	REQUESTED	ERIC IDEMIA	01/
>	B	<input type="checkbox"/>	SERVED	TEST SUMMONS2	
>	W	<input type="checkbox"/>	REQUESTED	ERIC IDEMIA	01/
>	W	<input type="checkbox"/>	ISSUED	ERIC IDEMIA	01/
>	W	<input type="checkbox"/>	SERVED	ERIC IDEMIA	01/
>	W	<input checked="" type="checkbox"/>	SERVED	CARLY WENTZ	05/
>	W	<input checked="" type="checkbox"/>	Removed From NCIC	ERIC IDEMIA	01/
>	W	<input type="checkbox"/>	SERVED	ERIC IDEMIA	01/
>	W	<input checked="" type="checkbox"/>	SERVED	TESTING TESTING	02/
>	W	<input checked="" type="checkbox"/>	SERVED	ERIC IDEMIA	01/
>	W	<input type="checkbox"/>	SERVED	ERIC IDEMIA	01/
>	W	<input checked="" type="checkbox"/>	ISSUED	ANT SAM	01/
>	W	<input type="checkbox"/>	ISSUED	wade deason	
>	W	<input type="checkbox"/>	SERVED	joey hunt	11/
>	W	<input type="checkbox"/>	SERVED	Testing John	03/

Request Warrant

To request a new warrant, click on the “Request Warrant” menu.



Once the “Request Warrant” menu is opened, the screen below will appear to allow for charges to be added. **Note:** Depending on the practice of each county, multiple charges may be added to one warrant.

Note: When requesting a warrant, the first 4 tabs (Charges, Offense, Complainant, and Defendant) are required to be filled out.



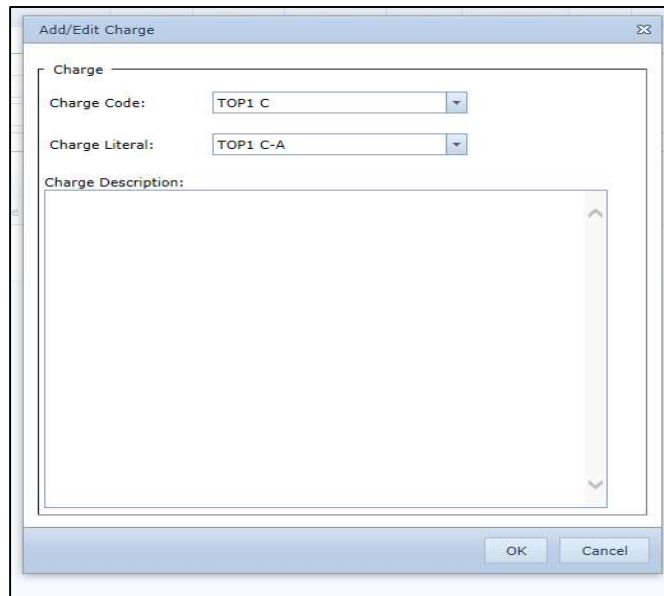
Charges Tab

Charges may also be deleted and edited if needed.

Click the **“Add”** button as shown below to add charges to the warrant.



Once the **“Add”** button is selected the screen below will appear to allow the user to add charges to the warrant.



The officer or prosecutor should fill in the charge literal information. This information will be placed on the complaint. Chose the correct charge literal that best describes the arrest. The charge selections will auto-populate the statutory language into the “**Charge Description**” box.

Charge codes are generated from SJIS. A list of charge codes can be obtained from the Clerk’s office. This list of charge codes will list the most used charge codes to ensure consistency and accuracy. The charge code sheet can be edited to better suit each jurisdiction.

Click “OK” after the charge information has been added.

The screenshot shows a software dialog box titled "Add/Edit Charge". It has a standard Windows-style title bar with a close button (X) in the top right corner. The main content area is divided into several sections:

- Charge**: A section containing two dropdown menus. The first is labeled "Charge Code:" and has "TOP1" selected. The second is labeled "Charge Literal:" and has "TOP1 -A" selected.
- Charge Description:**: A large text area containing a legal statute. The text is partially obscured by a vertical scrollbar on the right. The visible text includes: "ON OR ABOUT _____,KNOWINGLY OBTAIN OR EXERT UNAUTHORIZED CONTROL OVER: () THE FOLLOWING PROPERTY, TO-WIT: _____ THE PROPERTY OF, TO-WIT: _____, IN EXCESS OF \$2,500.00 DOLLARS, TO-WIT: _____, WITH THE INTENT TO DEPRIVE THE OWNER OF SAID PROPERTY; OR () THE FOLLOWING PROPERTY, TO-WIT: _____ FROM THE PERSON OF, TO-WIT: _____ WITH THE INTENT TO DEPRIVE THE OWNER OF THE SAID PROPERTY; OR, () A MOTOR VEHICLE, TO-".
- Buttons:** At the bottom right of the dialog box, there are two buttons: "OK" and "Cancel".

Once the charges have been added to the warrant, the charges will display as shown below. Once all charges have been added, click the **“Next”** button to fill out the next screen.

Charges

Jursidiction

County: 77

Jursidiction: District Court

Charges

Add Edit Delete

Charge Code	Charge ID	Charge Literal
TOP1		THEFT OF PROPERTY 1ST

NEXT

Offense Tab

Offense Description box – This box should be a brief description of the arrest. Enter in enough information to explain what happened. The information entered in on this section, will write over the Deposition for Probable Cause.

Information that is required on the Offense tab:

- Offense Date and time
- Offense Description – A brief description of the offense
- Offense Location

Note: If the defendant did not possess a Drug or Weapon, do not complete this section when requesting a warrant.

Once all required information is added to the Offense tab, click “**Next**”

The screenshot shows a software interface with a top navigation bar containing tabs: Charges, Offense, Complainant, Arrests, Defendants, Weapons, Offenses, Arrests, Submissions, Misc, Review, and Reports. The 'Offense' tab is selected.

Offense Description

Offense Date: 6/3/2015 12:00 AM On or About

Offense Desc.: Offense description....

Offense Location

Address: 123 Easy Street

City: Street City

State: AL ZIP: 12345

Agency Contacted

Agency Contacted

Agency Name: AOC000001

First Name: Test

Middle Name:

Last Name: Officer

Drug/Weapon Information

Under the Influence Weapon Used Weapon Possession

Drug Name: Drugs

Weapon Desc.: Gun

Weapon Desc.: Knife

BACK NEXT

Complainant

The screen below is to add the Complainant. Enter the First and Last Name along with the Address information. Click **“OK”** when this is completed.

In the Complainant tab, select **“Add”** to enter the complainant information. Enter the First and Last Name along with the Address information of the person that is swearing to the warrant (law enforcement officer, victim, authorized person/guardian/next of kin).

REQUEST WARRANT

Charges | Offense | **Complainant** | Defendants | Victims | Witnesses | Arrests | Comments | ...

Complainant Information

+ Add | ✎ Edit | - Delete

First Name	Middle Name	Last Name
No data to display		

Click **“OK”** when this is completed.

Add/Edit Complainant

Primary Name

Name Prefix:

First Name:

Middle Name:

Last Name:

Name Suffix:

Address

Address:

City:

State: ZIP:

Contact Information

TelephoneNumber:

Email:

OK Cancel

Defendant

The next screen to be filled out is the Defendant screen. Fill out all required information on this screen. Always enter the Social Security Number (if known) for accurate data reporting for the Defendant.

The Information that is required on the Defendant tab

- Primary Name
- Address

Note: When adding the address be sure to click the **“Add New”** button after each time an address is added. Multiple address entries can be added. However, at least one of the addresses should be marked with *“Is Current Address”*

To prefill the fields for the *“Personal Information”* section, enter the defendant’s Driver License number and click **“Search”**. **Note:** The DL search will only pull a valid Alabama DL or ID number.

Once all information is added to the screen below, click **“OK”** to add the defendant information and click the **“OK”** button.

Add/Edit Defendant

Primary Name

Name Prefix:
First Name:
Middle Name:
Last Name:
Name Suffix:

Alternate Name

Name Prefix:
First Name:
Middle Name:
Last Name:
Name Suffix:

Address

Is Current Address

Address:
City:
State: ZIP:
Address Notes:

Current	Check	State
<input checked="" type="checkbox"/>		AL

Contact Information

TelephoneNumber:
Email:

Employer

Employer Name:
TelephoneNumber:
Address:
City:
State: ZIP:

Personal Information

Please enter the defendant's Drivers License information to Prefill fields.

DL State: DL Number:

Has Violent Past: Yes No

Age: DOB: Complexion:
Ethnicity: EyeColor: HairColor:
Height: PhysicalFeature: Race:
Gender: SSN: Weight:

Note: The following tabs must be completed.

- Charges
- Offense
- Complainant
- Defendant

At this point in the warrant request process, add all necessary information to the remaining tabs as described below, or click **“Next”** through the remaining screens to request a warrant.

Victim

If the officer has victim information, click the **“Add”** button.



The screenshot displays the 'REQUEST WARRANT' application interface. At the top, the title 'REQUEST WARRANT' is centered. Below the title is a navigation bar with tabs for 'Charges', 'Offense', 'Complainant', 'Defendant', and 'Victims'. The 'Victims' tab is currently selected. To the right of the 'Victims' tab are several buttons: 'Add', 'Edit', 'Delete', 'OK', and 'Cancel'. Below the navigation bar is a section titled 'Victim Information'. This section contains three buttons: 'Add' (with a green plus icon), 'Edit' (with a pencil icon), and 'Delete' (with a green minus icon). Below these buttons are three input fields labeled 'First Name', 'Middle Name', and 'Last Name'.

If victim information should be added fill in the blanks to complete. Click **“OK”** when done.

Note: If the complainant is the victim check the box “Prefill victim with Complainant Information”.

Add/Edit Victims

Prefill Victim with Complainant Information

Primary Name

Name Prefix:

First Name:

Middle Name:

Last Name:

Business Name:

Name Suffix:

DOB:

Address

Address:

City:

State: ZIP:

Contact Information

TelephoneNumber:

Email:

Victim Information

Victim went to hospital

Victim recieved medical treatment

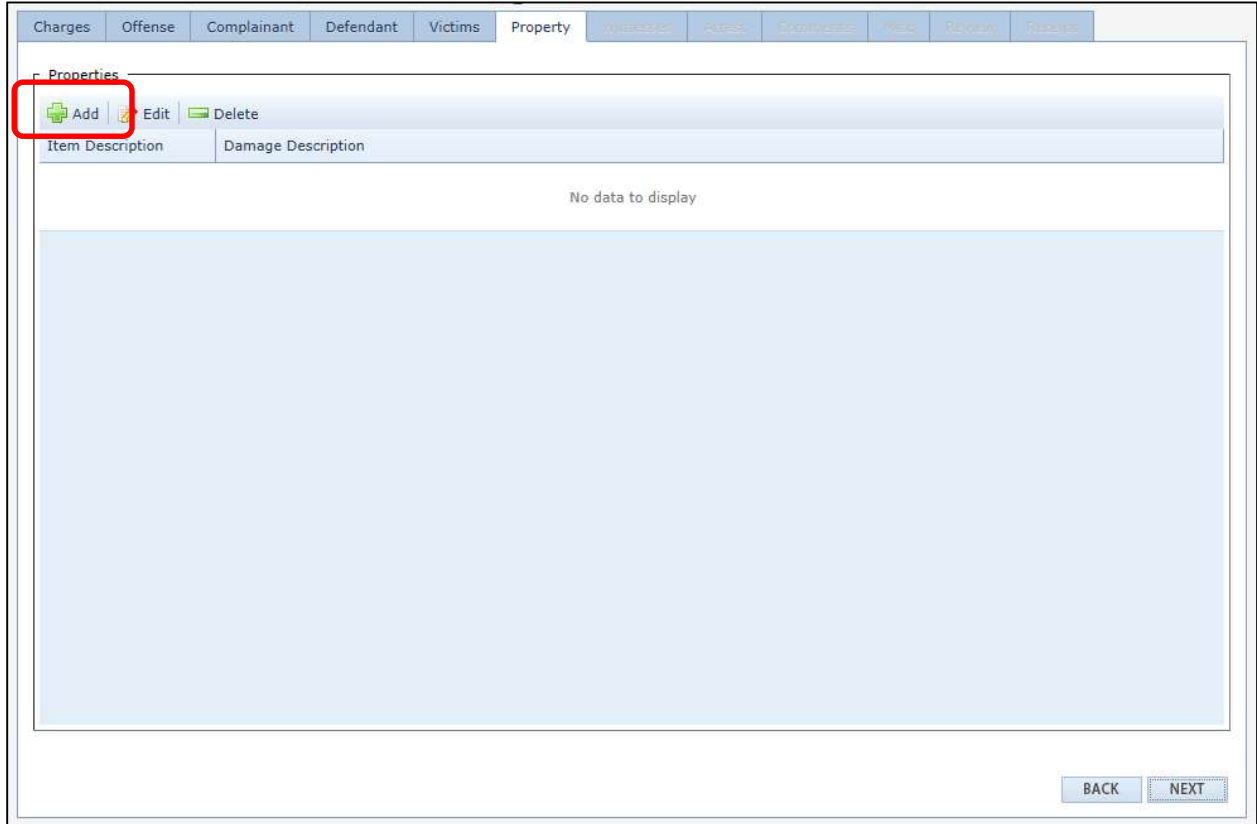
Injuries Recieved:

Attack Desc:

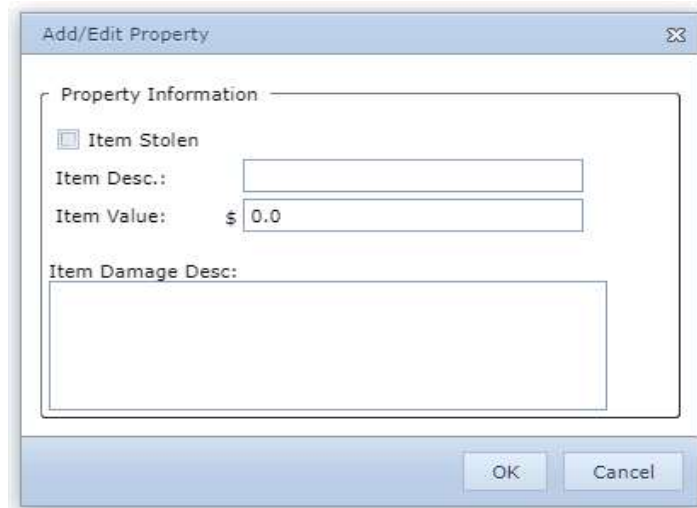
OK Cancel

Property

If the user has property information click the **“Add”** button under the property tab as shown below. Continue to click “Add” if more property should be added.

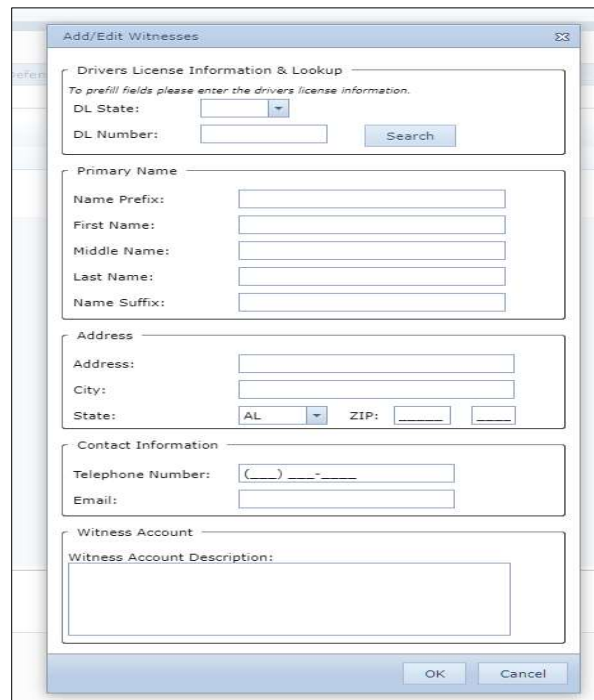
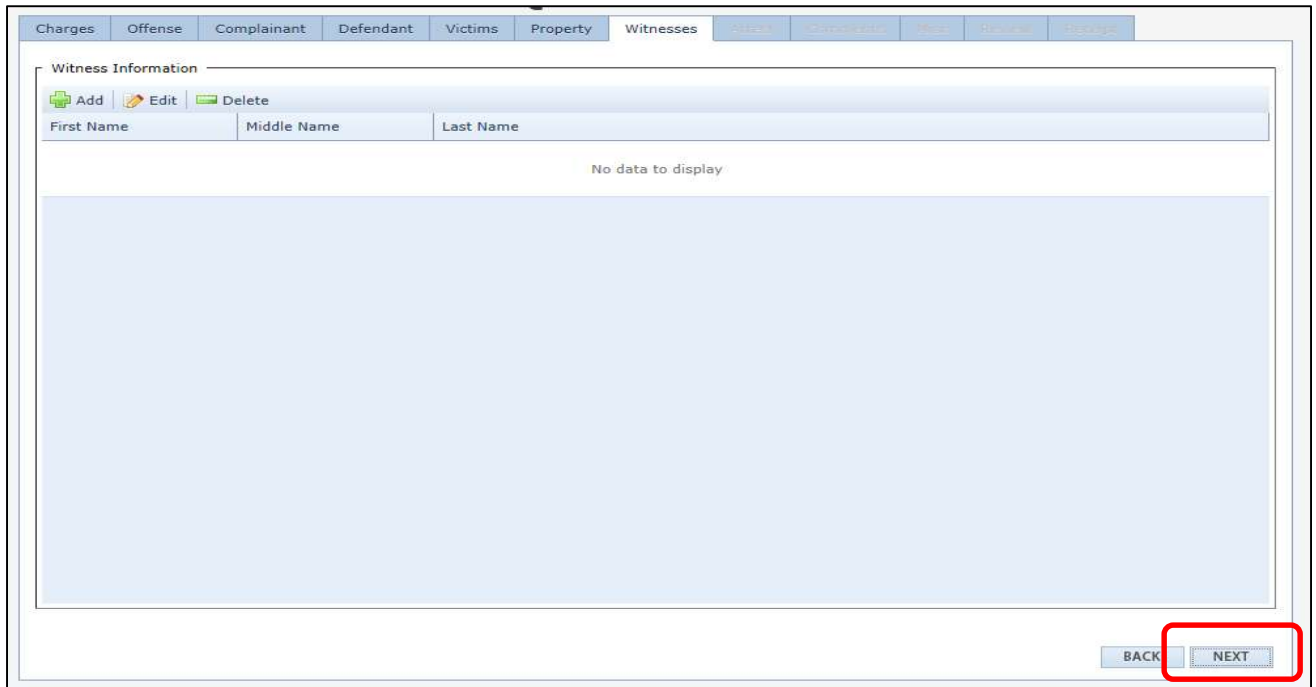


Continue to fill out the property information and press **“OK”** when completed.



Witness

If the user has witness information to add click the **“Add”** button under the witness tab as shown below.



Arrest

The officer or prosector should skip this tab for the time being. Do not enter data on this tab.

The screenshot displays a software interface with a horizontal menu at the top containing the following tabs: Charges, Offense, Complainant, Defendant, Victims, Property, Witnesses, Arrest, Complainant, Defendant, Property, and Arrest. The 'Arrest' tab is currently selected. Below the menu is a form titled 'Arrest Information' which contains the following fields:

- Arrest ID: 123456
- Arrest Date: [Empty field with a dropdown arrow]
- Arrest Desc.: Key in notes in regards to arrest description... [Text area with a vertical scrollbar]

At the bottom right of the form, there are two buttons: 'BACK' and 'NEXT'.

Comments

The comments tab is for the user to type any additional comments about the warrant. This field can be used for officers and/or magistrates to convey information, useful for the magistrate or judge in making additional bond decisions or for prosecutors to quickly access for bond hearings.

Note: This information will not print on the deposition or complaint. The comments can only be seen by the Officer, Magistrate, Prosecutor or Judge. Click the “**Next**” button when complete.

The screenshot shows a web application interface with a navigation menu at the top. The menu includes tabs for 'Charges', 'Offense', 'Complainant', 'Defendant', 'Victims', 'Property', 'Witnesses', 'Arrest', and 'Comments'. The 'Comments' tab is currently selected and highlighted. Below the navigation menu, there is a section labeled 'Comment' with a text area for 'Additional Comment:'. The text area is empty and has a vertical scrollbar on the right side. At the bottom right of the form, there are two buttons: 'BACK' and 'NEXT'.

Misc.

The “**Misc.**” menu will allow the officer or prosecutor to add information about who can view the warrant while it is being requested for swearing by the magistrate and while it is in “issued” status before it is executed.

Agency – Only officers within the same agency can see the warrant.

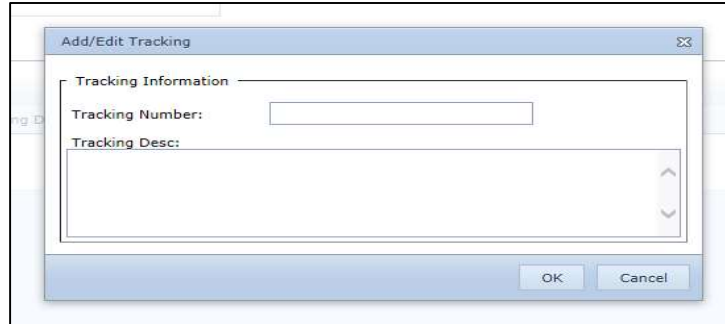
Private – This will mark the requested warrant private, so that only the officer (requesting the warrant), and Magistrate/Judge can see the warrant. **Example:** If the officer would like to mark the warrant private to keep another officer from executing the warrant, the “**Private**” option should be selected.

County – Only the officers within that county can see the warrant being requested.

Note: AOC programmers are developing an enhancement to this feature that will allow prosecutors the ability to view/edit warrants that are designated as “Private” or “Agency”

The screenshot shows a web application interface with a top navigation bar containing tabs: Charges, Offense, Complainant, Defendant, Victims, Property, Witnesses, Arrest, Comments, Misc, Extraditing, and Issuance. The 'Miscellaneous' section is active, showing fields for 'Extraditing By:' and 'Bond Signed By:'. A dropdown menu is open for 'Extraditing By:', listing options: Agency, Private, County, Adjoining counties, State Wide, and National. Below these fields is a 'Tracking' section with 'Add' and 'Delete' buttons. A table with columns 'Tracking Number' and 'Tracking Description' is present, but it is empty, displaying 'No data to display'. At the bottom right of the interface are 'BACK' and 'NEXT' buttons.

Under the “Misc” tab the user may also add in a tracking number and a description of the tracking number. This tracking number will be the officer’s case number. This information will not print on the complaint and deposition. This can be used to when searching for warrants.



The image shows a dialog box titled "Add/Edit Tracking". It contains a "Tracking Information" section with two fields: "Tracking Number:" followed by a text input box, and "Tracking Desc:" followed by a larger text area with a vertical scrollbar. At the bottom right of the dialog are "OK" and "Cancel" buttons.

Review

Once all screens are completed the user will then receive the screen below which will allow the user to click on “View Document” to open the **Complaint** and **Deposition** to review and make sure all information is correct. After the documents have been reviewed click the “Finish” button.



The image shows a web application interface titled "REQUEST WARRANT". It features a horizontal navigation menu with tabs for "Charges", "Offense", "Complainant", "Defendant", "Victims", "Property", "Witnesses", "Arrest", "Comments", "Misc", "Review", and "Accept". The "Review" tab is currently selected. Below the menu is a section titled "Preview Documents" containing a table with the following data:

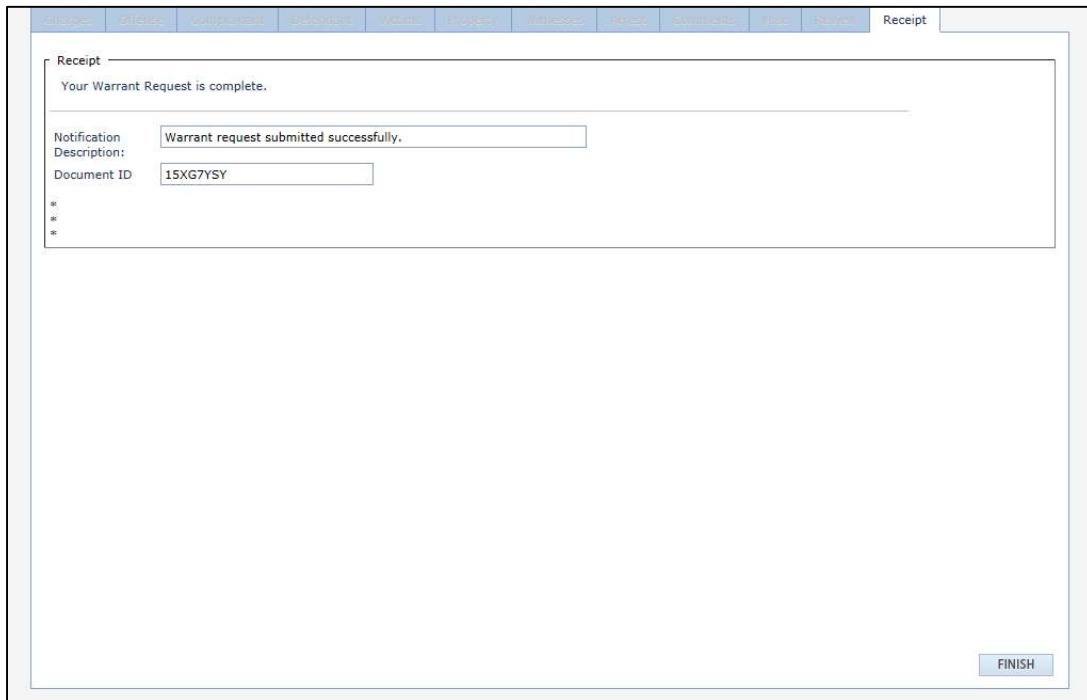
View	File Name	Size
View Document	Deposition Preview	82.6 KB
View Document	Complaint Preview	92 KB

Below the table is a large, empty light blue rectangular area. At the bottom right of the page are "BACK" and "FINISH" buttons.

Receipt

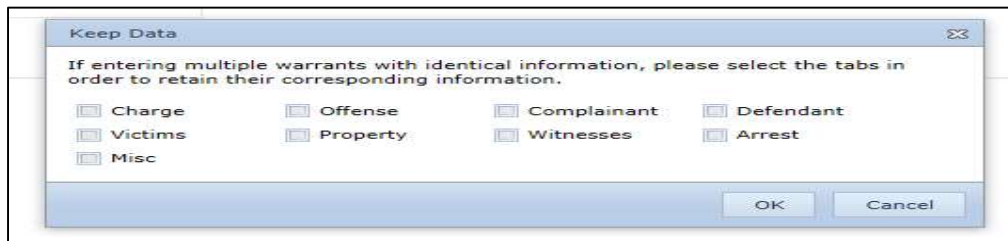
The Officer or prosecutor will receive a “Receipt” page when completed. The “Document ID” listed on the receipt may be kept for future reference when searching for a Warrant.

Click the “**Finish**” button to send the warrant request to the clerk’s office.



When the warrant has been requested, the screen below appear. This feature allows the officer to request a new warrant if the information is going to be same. (Ex: Co-Defendants) If the user would like to keep some of the data from the existing warrant, select those boxes and click “**OK**”. Otherwise, click “**Cancel**” if nothing further is needed.

All proper signatures will be in electronic format on the deposition, complaint and warrant. If notation needs to be made for which prosecutor reviewed, drafted or edited a warrant, the name or initials can be added in the “Comments” tab.



The screen below is how the warrant will show up on the warrant dashboard once requested. **Note:** Warrants highlighted in yellow (as shown below) indicate new items since the officer last logged in.

Warrant Dashboard													
All in County My Last 10 My Warrants													
Issued	Status	Full Name	DOB	SSN	County	WarrantNumber	CaseNumber	Document ID	Req. ORI	Last Action	Request	Execute	Swear
Requested													
Recalled													
Executed													
> W	REQUESTED	ERIC IDEMIA	01/01/1980	X000	77			221GOG77	CJ0000000	02/17/2022	Request	Swear	
> W	SERVED	leecounty test	07/05/1946		77	77-WR-2021-900093.00		21PQ8904	CJ0000000	02/16/2022	Request		11/4/2021
> B	ISSUED	CARLY WENTZ	05/01/2010	X333	77		77-CC-2021-000001.00	22ON9H8U		02/16/2022		Execute	
> W	SERVED	test summons2		X999	77	77-WR-2021-900113.00	77-DC-2022-900001.00	21G8L0CE		02/08/2022	Request		12/7/2021

Locating, Viewing and Executing Warrants

To assist with locating a specific type of warrant utilize the filters listed below.

- Issued
- Requested
- Recalled
- Executed

Warrant Dashboard													
All in County My Last 10 My Warrants													
Issued	Status	Full Name	DOB	SSN	County	WarrantNumber	CaseNumber	Document ID	Req. ORI	Last Action	Request	Execute	Swear
Requested													
Recalled													
Executed													
> W	REQUESTED	ERIC IDEMIA	01/01/1980	X000	77			221GOG77	CJ0000000	02/17/2022	Request	Swear	
> W	SERVED	leecounty test	07/05/1946		77	77-WR-2021-900093.00		21PQ8904	CJ0000000	02/16/2022	Request		11/4/2021
> B	ISSUED	CARLY WENTZ	05/01/2010	X333	77		77-CC-2021-000001.00	22ON9H8U		02/16/2022		Execute	
> W	SERVED	test summons2		X999	77	77-WR-2021-900113.00	77-DC-2022-900001.00	21G8L0CE		02/08/2022	Request		12/7/2021
> B	ISSUED	ANT SAM	01/03/1980	X123	77		77-CC-2022-000001.00	22ON9H8U		02/16/2022		Execute	

Warrant Search

Click on **“Warrant Search”** to utilize the search function. When reviewing and editing warrants, the search function can be utilized.

Warrants can be searched by the following:

- Defendant
- Defendant Address
- Complainant/Victim
- Enforcement Agency (ORI)
- Document ID
- Misc.
- Issuance Date



Be sure to select the status of the warrant (Issued, Requested, Recalled, and Executed) before clicking the search button.



A screen will appear to the right of the search box, for the search results. When you find the warrant that you need to review, click the “Update” option on the same line with the Defendant’s information.

Search

Document ID	Misc.	Def. Address	Issuance Date
Defendant			
Complainant/Victim		Enforcement Agency	
First Name:	<input type="text"/>		
Last Name:	<input type="text" value="idemia"/>		
DOB:	<input type="text"/>		
County:	<input type="text" value="77; TESTCOUNTY77"/>		
Status:	<input type="radio"/> All <input type="radio"/> Issued <input type="radio"/> Executed <input type="radio"/> Requested <input type="radio"/> Recalled <input type="radio"/> Denied		
<input type="button" value="Clear"/> <input type="button" value="Search"/>			

Enter text to search...

Status	Name	DOB	SSN	County	Warrant Number	Requested Date	Document ID	Execute	Update	Swear	Request	File Indictment
<input type="radio"/> EXECUTED	ERIC IDEMIA	01/01/1980	X000	77	WR-2023-900025.00	01/24/2023	23PK6602				Request	File Indictment
<input type="radio"/> ISSUED	ERIC IDEMIA	01/01/1980	X000	77		01/23/2023	23YSALAR	Execute	Update			File Indictment
<input type="radio"/> REQUESTED	ERIC IDEMIA	01/01/1980	X000	77		01/19/2023	23ZYFJX		Update	Swear	Request	File Indictment
<input type="radio"/> EXECUTED	ERIC IDEMIA	01/01/1980	X000	77	WR-2023-900024.00	01/19/2023	23KCFZQ				1/19/2023 Request	File Indictment
<input type="radio"/> REQUESTED	ERIC IDEMIA	01/01/1980	X000	77		01/19/2023	23KYAC5W		Update	Swear	Request	File Indictment
<input type="radio"/> REQUESTED	ERIC IDEMIA	01/01/1980	X000	77		01/12/2023	23XZG2ML		Update	Swear	Request	File Indictment
<input type="radio"/> RECALLED	ERIC IDEMIA	01/01/1980	X000	77	WR-2023-900015.00	01/06/2023	23TU22EC				1/6/2023 Request	File Indictment
<input type="radio"/> EXECUTED	ERIC IDEMIA	01/01/1980	X000	77	WR-2023-900023.00	01/11/2023	23JWL28				1/11/2023 Request	File Indictment
<input type="radio"/> EXECUTED	ERIC IDEMIA	01/01/1980	X000	77	WR-2023-900022.00	01/06/2023	23VZ50LB				1/6/2023 Request	File Indictment

Selecting the “Update” option will load the page below. Edit the warrant by selecting the “Next” button, to highlight each tab that needs to be reviewed (or, if reviewing the whole warrant, start at the far-left tab and review each section to the right).

Note: To review the language for the charge and/or to edit/delete/add charges to the warrant (which is the language that writes over to the Complaint), go to the “Charges” tab and double click on the charge listed in that tab to pull up the language and edit.

Charges

Jursidiction:

County:

Jursidiction:

Charges

Charge Code	Charge ID	Charge Literal
TOP2		THEFT OF PROPERTY 2ND
CRM1		CRIM MISCHIEF 1ST

Once all tabs have been reviewed and needed edits have been made, click “Finish” for any changes, additions or deletions to the warrant to be made.

EDIT WARRANT

Charges Offense Complainant Defendant Victims Property Witnesses Arrest Comments Misc Review **Receipt**

Preview Documents

View	File Name	Size
View Document	Deposition Preview	102.1 KB
View Document	Complaint Preview	101.6 KB

BACK FINISH

Swearing to Warrant (In the Clerk’s Office)

Law enforcement will need to electronically swear to the warrant through the warrant portal when going to the clerk’s office to swear in person. **Note:** This is ONLY for swearing in person at the Clerks office. **Note:** The officer may use zoom for swearing to warrants. *See instructions later in this manual*

Log into the warrant portal and click on the “**Searches**” menu and open “**New Warrant Search**”. Search for the defendant to swear the warrant for.



After locating the correct warrant, click on the “Swear” option as shown below.

Results - All Warrants							
Warrant Number	Requested Date	Document ID	Execute	Update	Swear	Request	File Indictment
025.00	01/24/2023	23PK6602				Request	File Indictment
	01/23/2023	23YSALAR	Execute	Update			File Indictment
	01/19/2023	232YFJX		Update	Swear	Request	File Indictment
024.00	01/19/2023	23KCFZFQ			1/19/2023	Request	File Indictment
	01/19/2023	23KYAC6W		Update	Swear	Request	File Indictment
	01/12/2023	23XZG2ML		Update	Swear	Request	File Indictment
015.00	01/06/2023	23TU22EC			1/6/2023	Request	File Indictment
023.00	01/11/2023	23JIWLZ8			1/11/2023	Request	File Indictment
022.00	01/06/2023	23VZS0LB			1/6/2023	Request	File Indictment
020.00	01/06/2023	23ZC8F55			1/6/2023	Request	File Indictment
021.00	01/06/2023	23LF3M3W			1/6/2023	Request	File Indictment
019.00	01/06/2023	23J9GP7K			1/6/2023	Request	File Indictment

The screen below will pop up for the magistrate to log in and complete the swearing process.

Swear to Warrant

Statement

I (**testing complaint**) make this statement for the purpose of securing a WARRANT/SUMMONS against the named of accused. I understand that I am instituting a criminal proceeding and cannot dismiss this case. I further understand that if any of the foregoing facts are untrue, I may, in addition to any other punishment provided by law, be taxed with court costs in this proceeding.

Complainant Signature
/s/**testing complaint**

Judge or Magistrate Credentials

User ID:

Password:

OK Cancel

The officer will know the warrant is sworn to once the date of swearing displays as shown below.

ity	Warrant Number	Document ID	Requested Date	Warrant Detail	Execute Warrant	Update Warrant	Swear to Warrant
		20B7TNBM	05/26/2020	View Warrant	Execute Warrant	Update Warrant	10/14/2020
		20NCW90V	10/14/2020	View Warrant	Execute Warrant	Update Warrant	10/14/2020
	WR-2020-900073.00	20TU6UE9	06/05/2020	View Warrant	Execute Warrant	Update Warrant	10/7/2020
	WR-2020-900072.00	205WMD03	08/12/2020	View Warrant	Execute Warrant	Update Warrant	8/12/2020

Executing the Warrant

After the arrest, the warrant must be marked “Executed” in the warrant portal by the officer.

Search for the issued warrant (warrant search steps shown below in this manual)

- Once the warrant is located (as shown in the example below) click the “**Execute Warrant**” link.

								Issued	Requested	Recalled	Executed
Enter text to search...											
Name	DOB	SSN	County	Warrant Number	Document ID	Warrant Detail	Execute Warrant	Update Warrant	Request Warrant		
STEVEN Cullman 3	01/31/1984	X999	77	WR-2018-900009.00	18VXN1N1	View Warrant	Execute Warrant	Update Warrant	Request Warrant		

- The screen below will appear. Select the correct information on the screen provided and click “**OK**”. Once this step is completed, the warrant will be
- marked as executed. This process will send the warrant over to the Circuit Clerk’s office and the DC case will be set up.

Add Service Date

Warrant Information

Warrant Status: **ISSUED** Document ID: **173CV22A**
 Warrant Number: **WR-2017-900022.00** Name: **IT SUPPORT TESTING TESTINGER**
 Warrant Issued: **8/8/2017**

Service Description

Service Date: 10/6/2017 3:45 PM
 County: 03
 Released as Authorized
 Taken to Jail
 Served By: Steven Hunt

OK Cancel

The officer may also select **“Execute”** from the home screen and follow the same steps as above to execute the warrant.

All	All in County (6 Months)	My Last 10	My Warrants													
Issued		Status	Full Name	DOB	SSN	County	WarrantNumber	CaseNumber	Document ID	Req. ORI	Last Action	Request	Execute	Swear		
Requested																
Recalled	>	Ⓜ	SERVED	ERIC IDEMIA	01/01/1980	X000	77	77-WR-2022-900048.00	22Y6HFBA	CJ0000000	12/15/2022	Request				11/21/2022
Executed	>	Ⓜ	REQUESTED	ERIC IDEMIA	01/01/1980	X000	77		22KWSO7W	CJ0000000	12/14/2022	Request				12/13/2022
	>	Ⓜ	SERVED	TEST SUMMONS2		X999	77	77-DC-2022-900001.00	22NRXKR6		12/13/2022					
	>	Ⓜ	REQUESTED	ERIC IDEMIA	01/01/1980	X000	77		22UJLSV	CJ0000000	12/13/2022	Request				12/13/2022
	>	Ⓜ	ISSUED	ERIC IDEMIA	01/01/1980	X000	77	77-WR-2022-900050.00	22B4GZV2		12/13/2022	Request	Execute			12/13/2022
	>	Ⓜ	SERVED	ERIC IDEMIA	01/01/1980	X000	77	77-WR-2022-900049.00	22YVIH87	CJ0000000	12/13/2022	Request				12/13/2022
	>	Ⓜ	SERVED	CARLY WENTZ	05/01/2010	X333	77	77-WR-2022-900042.00	77-CC-2021-000001.00		11/21/2022					
	>	Ⓜ	SERVED	ERIC IDEMIA	01/01/1980	X000	77	77-WR-2022-900047.00	77-DC-2022-900022.00		11/17/2022	Request				11/17/2022

Warrant Portal - Law Enforcement – Zoom meeting

This feature will allow the Judge/Magistrate and law enforcement officer to use zoom meeting to discuss and swear/issue warrants.

HELPFUL LINK

Zoom Video Tutorials:

<https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>

Note: The officer should coordinate with the clerk’s office for a zoom meeting

When law enforcement would like to swear to warrant(s) using zoom meeting, click on the **“Remote Swear to Warrant”** menu.



The screen below will open and display warrants for the officer

- Select all - selects all warrants at one time
- Clear all – will clear all check boxes selected
- Swear/Lock Selected Warrants – This option activates the warrants in the Clerks queue for swearing
- Unlock - Removes the warrants from the Clerks warrants queue.

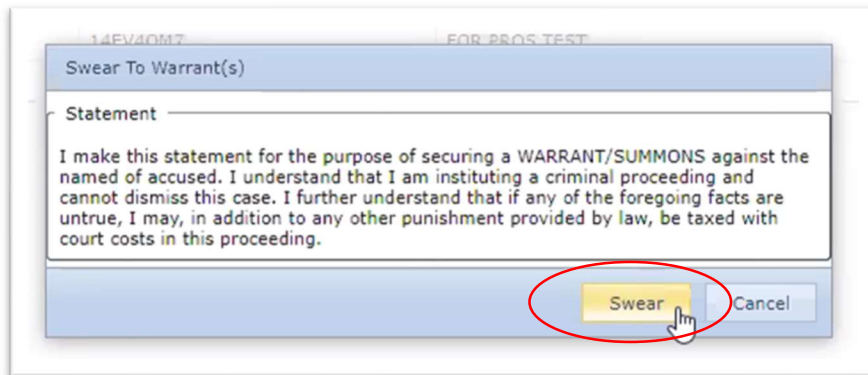
County:	77	<input checked="" type="checkbox"/> Select All	<input type="checkbox"/> Clear All	Swear/Lock Selected Warrant(s)	Unlock
#	Warrant Type	County	Document ID	Full Name	
<input type="checkbox"/>	ORIGINAL ARREST WARRANT	77	22SKERQS	ERIC IDEMIA	
<input type="checkbox"/>	ORIGINAL ARREST WARRANT	77	22C6WAJ3	ERIC IDEMIA	
<input type="checkbox"/>	ORIGINAL ARREST WARRANT	77	22RFA5S3	Matt Erika Rivera	
<input type="checkbox"/>	WARRANT FROM INDICTMENT NEW	77	179Y1Y58	Joey Indictment	
<input type="checkbox"/>	ORIGINAL ARREST WARRANT	77	16Q27EAI	Testing Private	
<input type="checkbox"/>	ORIGINAL ARREST WARRANT	77	150PDM9N	STEVEN McTester	
<input type="checkbox"/>	ORIGINAL ARREST WARRANT	77	14Y1DY6A	Warrant Requested	
<input type="checkbox"/>	ORIGINAL ARREST WARRANT	77	14VUVARU	Sammy Shabby	

Check each warrant(s) that need to be sworn to. Click the “**Swear/Lock Selected Warrants**” option shown below.

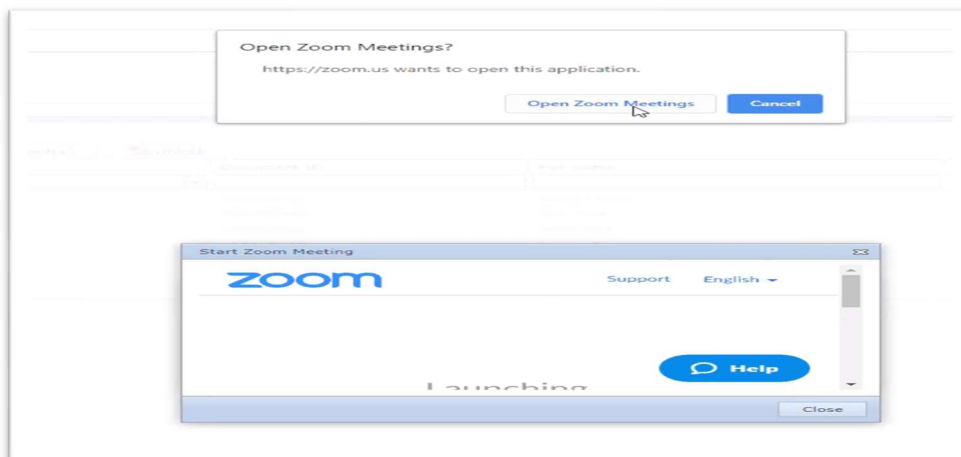
County:	77	<input checked="" type="checkbox"/> Select All	<input type="checkbox"/> Clear All	Swear/Lock Selected Warrant(s)	Unlock
#	Warrant Type	County	Document ID		
<input checked="" type="checkbox"/>	ORIGINAL ARREST WARRANT	77	22OC7BC2		
<input checked="" type="checkbox"/>	ORIGINAL ARREST WARRANT	77	22LKAKTC		
<input checked="" type="checkbox"/>	ORIGINAL ARREST WARRANT	77	22HNVQVV		
<input checked="" type="checkbox"/>	ORIGINAL ARREST WARRANT	77	22P16DYI		
<input checked="" type="checkbox"/>	ORIGINAL ARREST WARRANT	77	22OJ0WNG		
<input checked="" type="checkbox"/>	ORIGINAL ARREST WARRANT	77	22SKERQS		
<input type="checkbox"/>	ORIGINAL ARREST WARRANT	77	22C6WAJ3		

<input checked="" type="checkbox"/> Select All	<input type="checkbox"/> Clear All	Swear/Lock Selected Warrant(s)	Unlock
Warrant Type	County	Document ID	

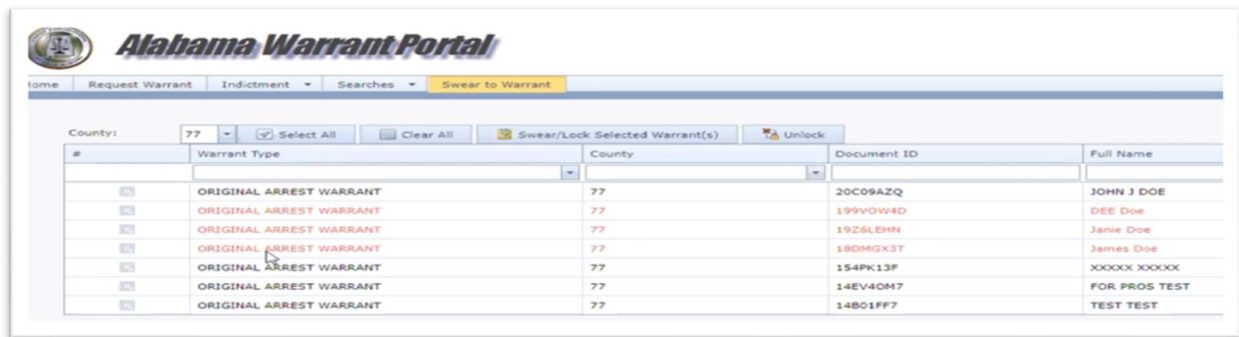
The screen below will appear when the “**Swear/Lock Selected Warrant(s)**” will appear.



Clicking the “**Swear**” button - At this point will launch a zoom session. The prompt below will appear – Click “**Open Zoom Meeting**” to start the meeting. **Note:** The screen below could look different, depending on which internet browser is being used.



Note: Warrants in Red - The warrant is currently in the Clerks active warrant queue and ready to be sworn.



Using the copy feature:

Law enforcement can “copy” a warrant. This will allow to request warrants on repeat offenders. All information is saved from the previous warrant. The officer will only have to edit all necessary information.

From the officer’s dashboard, click on the “Request” link, or when searching for the warrant, click on the “Request” link. Fill out and edit all information and request the warrant.

Warrant Dashboard														
All														
All in County (6 Months) My Last 10 My Warrants														
Issued		Status	Full Name	DOB	SSN	County	WarrantNumber	CaseNumber	Document ID	Req.ORI	Last Action	Request	Execute	Swear
Requested														
Recalled	>	W	SERVED	ERIC IDEMIA	01/01/1980	X000	77	77-WR-2022-900048.00		22Y6HFBA	CJ0000000	12/15/2022	Request	11/21/2022
Executed	>	W	REQUESTED	ERIC IDEMIA	01/01/1980	X000	77			22KWS07W	CJ0000000	12/14/2022	Request	12/13/2022
	>	B	SERVED	TEST SUMMONS2		X999	77	77-DC-2022-900001.00		22NRXKR6		12/13/2022		
	>	W	REQUESTED	ERIC IDEMIA	01/01/1980	X000	77			22UIJLSV	CJ0000000	12/13/2022	Request	12/13/2022
	>	W	ISSUED	ERIC IDEMIA	01/01/1980	X000	77	77-WR-2022-900050.00		22B4GZV2		12/13/2022	Request	Execute 12/13/2022
	>	W	SERVED	ERIC IDEMIA	01/01/1980	X000	77	77-WR-2022-900049.00	77-DC-2022-900023.00	22YVIH87	CJ0000000	12/13/2022	Request	12/13/2022
	>	W	SERVED	CARLY WENTZ	05/01/2010	X333	77	77-WR-2022-900042.00	77-CC-2021-000001.00	22PWG25P		11/21/2022		
	>	W	SERVED	ERIC IDEMIA	01/01/1980	X000	77	77-WR-2022-900047.00	77-DC-2022-900022.00	22SEVT1		11/17/2022	Denial	11/17/2022

Reviewing Depositions and Unredacted Warrants/Complaints

Locate the documents by searching under “Issued” and “Executed” search options. **“Issued” & “Executed” Search Functions:**

Use these search options to narrow your search and view the following documents that are not fully viewable in Alacourt:

Depositions: Will write over into the court file as a “Private” document, which means they are not viewable by the public or attorneys of record in public DC or CC cases. They can only be accessed (for viewing or printing) through the Warrant Portal.

Unredacted Warrants: Only a redacted version of the warrant is viewable in a public court filed (not YO or JU). They can only be accessed (for viewing or printing) through the Warrant Portal.

You can also use these features to print these documents for discovery or hearings. To do this, enter Defendant’s name then click on “Document ID” to pull up the documents that have been generated or scanned into the system. Click on the document you want to view then you can save or print the document.

Search

Document ID	Misc.	Def. Address	Issuance Date
Defendant	Complainant/Victim	Enforcement Agency	

First Name:	<input type="text"/>
Last Name:	<input type="text"/>
DOB:	<input type="text"/>
County:	77; TESTCOUNTY77 X
Status:	<input checked="" type="radio"/> All <input type="radio"/> Issued <input type="radio"/> Executed <input type="radio"/> Requested <input type="radio"/> Recalled <input type="radio"/> Denied
<input type="button" value="Clear"/> <input type="button" value="Search"/>	