

Law Enforcement Nighttime Search Warrant Procedures

Revised 11/11/25

Duty Judge Email: mke.dutyjudge@wicourts.gov

1. Duty ADA Review

- The **Affidavit and Search Warrant** must be **reviewed and approved** by the **Duty ADA before submission to the nighttime duty judge**. Once approval is received and noted in the warrant, proceed to step 2.
 - *Exception:* **OWI-related warrants** do **not** require ADA approval **unless** the incident involves **an injury**.
-

2. Identify the Duty Judge

- **Call Dispatch** to obtain the name of the **scheduled Duty Judge**. Upon obtaining the name of the duty judge, input this information into the warrant, leaving the time and signature line blank.
-

3. Prepare and Send Documents

Before emailing, ensure the following:

- 1.) The Affidavit and Search Warrant are in PDF format.
- 2.) The Affidavit is signed.
- 3.) The Affidavit is notarized.
- 4.) All blanks in the Search Warrant are filled in, including the Judge's name and date. Do not fill in the signature line or time.
- 5.) **Place your name and a contact number where you may be immediately reached by the duty judge in the email.**

Once the preceding steps are complete, **email the notarized Affidavit and Warrant as PDF attachments to:** mke.dutyjudge@wicourts.gov.

4. Notify Dispatch

- After emailing the documents, **call Dispatch** and advise that the **Affidavit and Warrant** have been sent to mke.dutyjudge@wicourts.gov.