



# **Criminal Case Opening Procedure for the United States Attorney's Office:**

**Pen Registers, Trap & Trace,  
and Applications Pursuant to  
18:2703(d)**

**UNITED STATES DISTRICT COURT  
FOR THE DISTRICT OF MINNESOTA**

*Revised November 8, 2024*

## Summary:

This procedure is to be used for *Electronic Investigation* documents, such as Pen Registers, Trap & Trace, and Applications pursuant to 18:2703(d). All *Electronic Investigation* documents are filed under seal. These documents are sealed pursuant to LR 49.1(c)(1)(B)(ii) & (iii). **THIS PROCEDURE IS NOT TO BE USED** for any Search or Seizure Warrant documents (AO106 and AO93 and supporting documents), including sealed by order or investigative search warrants.

## Open a new magistrate case

1. Go to **Criminal > AUSA – Criminal Duty Matters** and select *Criminal Case Opening*.
2. Review filing tips and click **Next**.

**AUSA Case Opening**

**U.S. Attorney's Office Criminal Duty Matters Electronic Case Initiation**

**Before proceeding, prepare a MJ Duty Case Opening Form (starting January 1, 2022) and one of the following documents:**

- \*Application for Pen Register/Trap & Trace
- \*Application for Order pursuant to 18 U.S.C. 2703(d)

**The following MAY NOT be submitted via electronic case opening:**

- \*Search Warrant
- \*Seizure Warrant
- \*Complaints and other charging documents
- \*Rule 5 documents
- \*All CVB matters
- \*All criminal duty matters handled by a district judge

3. Select appropriate County and click **Next**.

**AUSA Case Opening**

**ECF Filing Instructions**

Leave the **Office** as *DMN* and the **Case Type** as *mj*.

Select the appropriate Minnesota **County** or *XX US, Outside State*.

Click **Next**.

**Office**

**Case type**

**Date filed** 12/27/2021 **County**

**Other court**

**Name**  **Number**

4. Enter **In re: Electronic Investigation** in the Last/Business Name field and then click **Search**.

**AUSA Case Opening**

**ECF Filing Tips for Attorney MJ Duty Case Opening**

Please consult the *Criminal Case Opening Procedure for the USAO*.

1. Search **Last/Business Name** for the appropriate defendant name based on the type of application to be filed:  
**In re: Electronic Investigation**  
\*Application for Pen Register/Trap & Trace  
\*Application for Order pursuant to 18 U.S.C. 2703(d)
2. Leave all party contact fields blank. **DO NOT** enter address, phone, or email information and **DO NOT** select a party with this information populated.
3. When finished, all parties will appear on the left side of the screen.
4. After entering all party names, click **Create Case** to complete **PART I** of the case opening process.

**Search for a party**

**Last / Business Name**  **First Name**  **Middle Name**

[Collapse All](#) [Expand All](#)

0-21-mj-????

USA pla

5. Highlight the match from the search list and then click **Select Party** – DO NOT CLICK Create New Party, as that creates duplicate parties.

**AUSA Case Opening**

**ECF Filing Tips for Attorney MJ Duty Case Opening**

- Please consult the *Criminal Case Opening Procedure for the USAO*.
1. Search **Last/Business Name** for the appropriate defendant name based on the type of application to be filed:  
**In re: Electronic Investigation**  
 \*Application for Pen Register/Trap & Trace  
 \*Application for Order pursuant to 18 U.S.C. 2703(d)
  2. Leave all party contact fields blank. **DO NOT** enter address, phone, or email information and **DO NOT** select a party with this information populated.
  3. When finished, all parties will appear on the left side of the screen.
  4. After entering all party names, click **Create Case** to complete **PART I** of the case opening process.

The screenshot shows the 'Search for a party' section with fields for 'Last / Business Name', 'First Name', and 'Middle Name'. The 'Search' button is visible. Below, the 'Search Results' section shows 'In re: Electronic Investigation' as the selected result. The 'Select Party' button is highlighted.

6. The **Party Information** screen appears.
  - a. Leave information as-is and click **Add Party**.

**AUSA Case Opening**

**ECF Filing Tips for Attorney MJ Duty Case Opening**

- Please consult the *Criminal Case Opening Procedure for the USAO*.
1. Search **Last/Business Name** for the appropriate defendant name based on the type of application to be filed:  
**In re: Electronic Investigation**  
 \*Application for Pen Register/Trap & Trace  
 \*Application for Order pursuant to 18 U.S.C. 2703(d)
  2. Leave all party contact fields blank. **DO NOT** enter address, phone, or email information and **DO NOT** select a party with this information populated.
  3. When finished, all parties will appear on the left side of the screen.
  4. After entering all party names, click **Create Case** to complete **PART I** of the case opening process.

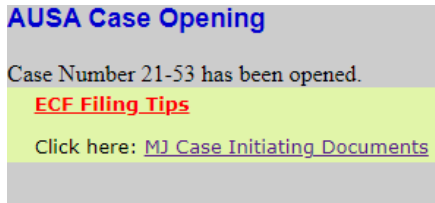
The screenshot shows the 'Party Information' form. Fields include Title, Role (Defendant (dft.pty)), Defendant no. (1), Pro se (No), Prisoner Id, Office, Address1, Address2, Address3, State, Zip, Country, City, Prison, Phone, Fax, E-mail, Party text, Start date (12/30/2021), End date, Corporation (no), and Notice (yes). The 'Add Party' button is highlighted.

- b. In re: Electronic Investigation (the defendant) now appears on the left side of the screen.

The screenshot shows the 'Search for a party' section with fields for 'Last / Business Name', 'First Name', and 'Middle Name'. The 'Search' button is visible. Below, the 'Search Results' section shows 'In re: Electronic Investigation' as the selected result. The 'Add Party' button is highlighted.

7. Select **Create Case**.

8. The page now displays the case number. Note the case number for future reference.



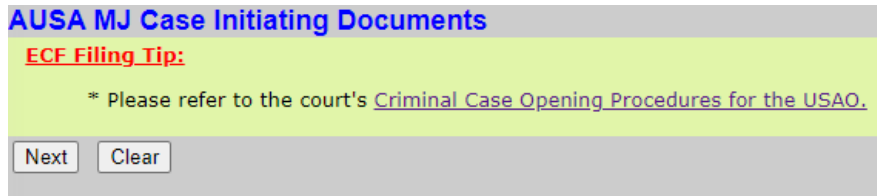
**AUSA Case Opening**

Case Number 21-53 has been opened.

**ECF Filing Tips**

Click here: [MJ Case Initiating Documents](#)

9. Select **MJ Case Initiating Documents** and click **Next**.
10. Review the highly sensitive information screen and click **Next**.
11. Review the filing tip and click **Next**.

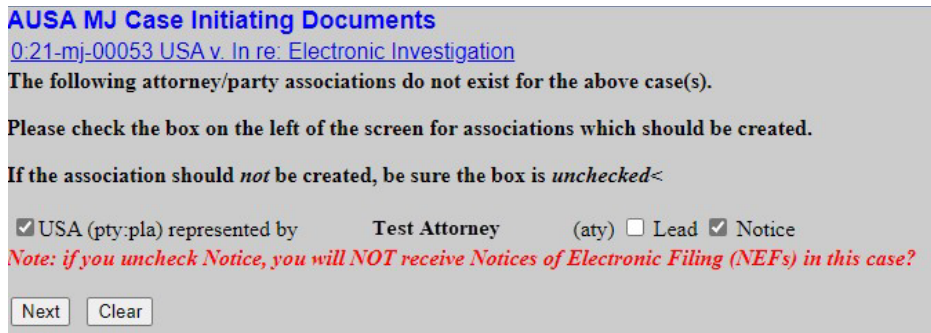


**AUSA MJ Case Initiating Documents**

**ECF Filing Tip:**

\* Please refer to the court's [Criminal Case Opening Procedures for the USAO](#).

12. Enter the case number, which should already be populated, and click **Next**.
13. Select *USA [pla]* as the **Party** and click **Next**.
14. Leave *USA* and *Notice* checked and click **Next**.



**AUSA MJ Case Initiating Documents**

[0:21-mj-00053 USA v. In re: Electronic Investigation](#)

The following attorney/party associations do not exist for the above case(s).

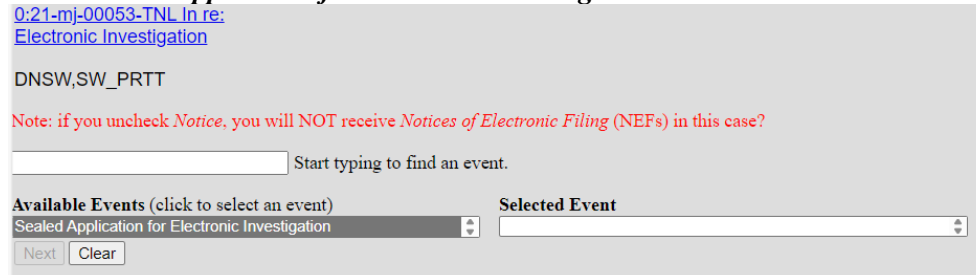
Please check the box on the left of the screen for associations which should be created.

If the association should *not* be created, be sure the box is *unchecked*<

☒ USA (pty:pla) represented by **Test Attorney** (aty) ☐ Lead ☒ Notice

*Note: if you uncheck Notice, you will NOT receive Notices of Electronic Filing (NEFs) in this case?*

15. Select **Sealed Application for Electronic Investigation** and click **Next**.



[0:21-mj-00053-TNL In re: Electronic Investigation](#)

DNSW,SW\_PRTT

*Note: if you uncheck Notice, you will NOT receive Notices of Electronic Filing (NEFs) in this case?*

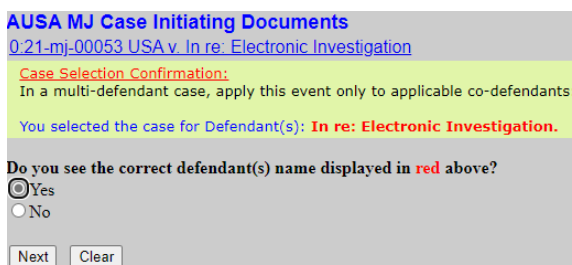
Start typing to find an event.

**Available Events** (click to select an event)

Sealed Application for Electronic Investigation

**Selected Event**

16. At the Case Selection Confirmation Screen, choose **Yes** and click **Next**.



**AUSA MJ Case Initiating Documents**

[0:21-mj-00053 USA v. In re: Electronic Investigation](#)

**Case Selection Confirmation:**

In a multi-defendant case, apply this event only to applicable co-defendants:

You selected the case for Defendant(s): **In re: Electronic Investigation**.

Do you see the correct defendant(s) name displayed in **red** above?

☒ Yes

☐ No

17. Upload initiating document as a PDF file and click **Next**.

18. Select the type of document being filed and click **Next**.

0:21-mj-00053-TNL In re:  
Electronic Investigation

DNSW,SW\_PRTT

Select the type of application:

☒ Pen Register/Trap & Trace

☐ Application for Order Pursuant to 18 U.S.C. 2703(d)

☐ Is there a child victim or witness in the case?

☐ Check if this Application is an **extension**.

Next Clear

19. The ECF Restriction Notice is displayed. Click **Next** twice.

ECF Restriction Notice:

Both the entry and document have been filed as **ExParte**.

Only the filing party and the court will have access to the entry and documents. No other parties will be noticed. The entry will not be available on the public docket.

20. Review page and click **Next** to complete filing.

AUSA MJ Case Initiating Documents

0:21-mj-00053 USA v. In re: Electronic Investigation

Docket Text: Final Text

Application by Plaintiff USA authorizing the Installation and Use of a Pen Register and Trap and Trace Device and Disclosure of Subscriber Information as to In re: Electronic Investigation  
(Test Attorney)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.  
Have you redacted?

Source Document Path (for confirmation only):  
C:\fakepath\Test Document 6.pdf pages: 1

Next Clear

21. The **Notice of Electronic Filing** is displayed.

Now email [mnd\\_duty\\_chambers@mnd.uscourts.gov](mailto:mnd_duty_chambers@mnd.uscourts.gov) with the case number and documents so that the MJ Duty Clerk can complete the case opening process. ***If this step is missed, your case may not be assigned, and the Order may not be signed by a Magistrate Judge in a timely manner.***

1. The **Notice of Electronic Filing** is displayed.

## **STEPS FOR FILING EXTENSION DOCUMENTS**

### **Extension on PRTT Applications & Applications for Order Pursuant to 18:2703(d)**

To file

1. Go to **Criminal > RESTRICTED Filings** and select *Restricted Motions*.
2. Review the highly sensitive information screen and click **Next**.
3. Review the filing tip and click **Next**.
4. Enter the case number and click **Next**.
5. Select *USA [pla]* as the **Party** and click **Next**.
6. Select *Sealed Application for Electronic Investigation* and click **Next**.

**Restricted Motions**  
0:21-mj-00053-TNL In re: [Electronic Investigation](#)  
Note: if you uncheck *Notice*, you will NOT receive *Notices of Electronic Filing* (NEFs) in this case?

Available Events (click to select an event)  
Ex Parte Application for Writ of Habeas Corpus Ad Testificandum  
Ex Parte Motion for Change of Custody of Witness  
Ex Parte Motion for Miscellaneous Relief  
Ex Parte Motion to Delay Notice  
Motion for Withdrawal as Counsel (Ex Parte Document)  
Sealed Application Not to Disclose Search Warrant (2705b)  
**Sealed Application for Electronic Investigation**  
Sealed Joint Motion for Extension of Time to Indict  
Sealed Joint Motion for Pre-Plea PSI and Consolidated Plea/Ser  
Sealed Motion  
Sealed Motion for Change of Custody  
Sealed Motion for Compassionate Release from Custody  
Sealed Motion for Downward Departure 5K1.1 (18 USC 3553e)  
Sealed Motion for Extension of Time to Seal a Document  
Sealed Motion to Reduce Sentence - USSC Amendment (18USC

**Selected Event**  
Sealed Application for Electronic Investigation

Next Clear

7. At the Case Selection Confirmation Screen, choose **Yes** and click **Next**.

**Restricted Motions**  
0:21-mj-00053-TNL In re: [Electronic Investigation](#)  
**Case Selection Confirmation:**  
In a multi-defendant case, apply this event only to applicable co-defendants:  
You selected the case for Defendant(s): **In re: Electronic Investigation.**

Do you see the correct defendant(s) name displayed in **red** above?  
☒ Yes  
☐ No

Next Clear

8. Upload document as a PDF file and click **Next**.
9. Choose the application type and check the box indicating this is an extension and click **Next**.

**Restricted Motions**  
0:21-mj-00053-TNL In re: [Electronic Investigation](#)  
**Select the type of application:**  
☒ Pen Register/Trap & Trace  
☐ Application for Order Pursuant to 18 U.S.C. 2703(d)

☒ Check if this Application is an **extension**.

Next Clear

10. The ECF Restriction Notice is displayed. Click **Next** twice.

**ECF Restriction Notice:**

**Both the entry and document have been filed as ExParte.**

Only the filing party and the court will have access to the entry and documents. No other parties will be noticed. The entry will not be available on the public docket.

11. Review page and click **Next** to complete filing.

**Restricted Motions**  
[0:21-mj-00053-TNL In re: Electronic Investigation](#)

Docket Text: Final Text  
**Application by Plaintiff USA authorizing the Continued Installation and Use of a Pen Register and Trap and Trace Device and Disclosure of Subscriber Information as to In re: Electronic Investigation. (Test Attorney)**

**Attention!!** Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.  
Have you redacted?

Source Document Path (for confirmation only):  
C:\fakepath\Test Document 1.pdf pages: 1

12. The **Notice of Electronic Filing** is displayed.
13. Now email [mnd\\_duty\\_chambers@mnd.uscourts.gov](mailto:mnd_duty_chambers@mnd.uscourts.gov) with the case number and documents so that the MJ Duty Clerk can process. ***If this step is missed, the Order may not be signed by a Magistrate Judge in a timely manner.***