

STATE OF NORTH CAROLINA  
COUNTY OF MECKLENBURG

FILED IN THE GENERAL COURT OF JUSTICE

DISTRICT COURT DIVISION

2015 FEB -6 P 3:39

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MECKLENBURG COUNTY, C.S.C.

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BY ADMINISTRATIVE ORDER

IMPLEMENTING PROCEDURES

MECKLENBURG COUNTY MAGISTRATE VIDEO CONFERENCING

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It is hereby ORDERED that beginning May 1, 2014, the following procedures shall be followed by magistrates with respect to the issuance of search warrants and criminal summons or warrants requested by the Matthews, Huntersville, Pineville, and Cornelius Police Departments using video-conferencing technology.

**I. Search Warrants**

1. Prior to contacting the magistrate to process a search warrant through video conferencing, the law enforcement officer shall sign the completed search warrant and fax it to the Magistrate's Office.
  - a. A dedicated fax line for law enforcement has been established for processing warrants. The fax number should only be used for search warrants and warrants/summons.
  - b. The fax must include a coversheet that indicates the number of pages included in the fax.
2. After faxing the search warrant, the law enforcement officer shall contact the magistrate via Jabber for video conferencing. If the magistrate does not accept the video call after six rings, the law enforcement officer should attempt the call at a later time.
  - a. The Jabber account to reach the Magistrate's Office is:  
[Mecklenburg.Mag@nccourts.org](mailto:Mecklenburg.Mag@nccourts.org)
  - b. The Magistrate's Office busiest hours are typically 1600 hours to 2000 hours, Tuesday through Thursday. The availability of magistrates for video conferencing during this time may be limited.
3. Upon receiving the fax and Jabber call from the officer, the magistrate shall review the search warrant request. If approved, the magistrate shall sign the faxed copy, or "initiating copy," and then transmit the signed initiating copy to the requesting officer via fax.
  - a. The magistrate shall keep the initiating copy on file in the Magistrate's Office.

4. The law enforcement officer will use the faxed copy signed by both the officer and magistrate to execute the search. After executing the search warrant, the officer will sign the faxed copy and the law enforcement agency will hand deliver the document the Magistrate's Office for return of service.
  - a. The office shall write "served original copy" on the executed search warrant.
5. Once the magistrate receives the "served original copy" it will become the official search warrant document.
  - a. The "initiating copy" should be attached to the "served original copy" by the magistrate and both documents shall be kept on file.

II. **Warrant/Summons**

1. When seeking a warrant or summons from a magistrate, the law enforcement officer shall initiate the process in NCAWARE.
  - a. The officer must confirm that the suspect for which he or she is seeking a warrant or summons is not currently in custody prior to seeking a warrant or summons.
2. After initiating in NCAWARE, the officer shall fax the completed worksheet (i.e., the "pink sheet") to the magistrate and include the TEMP number provided by NCAWARE.
  - a. If the warrant or summons is for Driving While License Revoked, the officer must provide the suspect's driving history.
  - b. A dedicated fax line for law enforcement has been established for processing warrants. The fax number should only be used for search warrants and warrants/summons.
3. After faxing the worksheet, the officer shall contact the magistrate via Jabber for video conferencing. If the magistrate does not accept the video call after six rings, the officer should attempt the call at a later time.
  - a. The Jabber account to reach the Magistrate's Office is:  
[Mecklenburg.Mag@nccourts.org](mailto:Mecklenburg.Mag@nccourts.org)
4. After conferring with the officer and approving the warrant or summons, the magistrate shall process the warrant or summons in NCAWARE prior to terminating the Jabber call with the officer.

This the   6   day of February, 2015.

  
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The Honorable Regan A. Miller  
Chief District Court Judge