

Paper Warrant Archive Conversion Request
eWarrants Rural Implementation Grant

Thank you for adopting eWarrants in your Judicial Circuit. In order to request assistance from Grant-funded personnel to assist your jurisdiction in the conversion of archived paper warrants, please review and fill out this document, and return to eWarrants@ag.ky.gov or fax to (502) 696-5532, Attention: eWarrants.

Office: _____ Contact person: _____

Street Address: _____

Phone: (_____) _____

Estimated warrants in archive (not including bench warrants): _____

How many staff members will you make available to assist in conversion? _____

Please review these provisions:

- It is **STRONGLY ENCOURAGED** that your office’s staff review existing paper warrants to determine whether any warrants then existing might be subject to judicial recall.
- It is **REQUIRED** that your office’s staff exclude any bench warrants and include only warrants of arrest and criminal summons for entry.
- It is **STRONGLY ENCOURAGED** that all warrant information entered by non-attorney personnel (including grant staff) be reviewed by at least one attorney before submission to a judge for re-authorization.
- It is **REQUIRED** that once an archived warrant has been approved as an eWarrant (or otherwise disposed) that it be destroyed or otherwise marked as “void” to insure against double service.
- Please note: detailed grant personnel will assist with conversion when available, but may be unable to assist daily because of other assignments, scheduling conflicts, or inclement weather. Grant staff will attempt to coordinate with your office to determine the best times to complete conversion.

By signing below, I acknowledge I will comply with the above requirements, and hereby request assistance with paper warrant conversion.

Signature

Date

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