6-04/030.30 CCP 708.170 and 491.160 Warrants

If the warrant was **not** previously issued under CCP 1993, deposit the fees as usual and create a Warrant Folder. Mail a courtesy letter to the arrestee allowing seven days for him/her to appear. If the arrestee fails to appear, send the original warrant to the County Warrant System (CWS) for entry into the system. 12440 E. Imperial Hwy, 400 W, Norwalk CA 90650 Attention: Sergeant Laura Barron.

a. Enter an "I" (investigation) in our Legacy System and Service Ticket indicating the date the warrant is sent to CWS.

b. CALENDAR the warrant in our Legacy System for the warrant expiration date.

c. Notify CWS by telephone and fax to return the warrant to the originating CMB office when the warrant has expired, recalled or cancelled. Telephone No.(562) 345-4457 Fax No.(562) 651-2577

d. Document the notification to return the expired warrant to the originating CMB office.

e. Once a warrant is retrieved from CWS, return the warrant to court with the appropriate No Service, Not Found, or "Served" letter and close out the Warrant Folder.

If the warrant was **previously issued** under CCP 1993, process the warrant and immediately place in the field for service. DO NOT create or mail a courtesy letter to the arrestee.