**Police Instructions for JP Video Court**

**Reviewing & Swearing to Arrest Warrants**

Police officers will use the virtual queue to submit arrest warrants to the court and the judges will review them and, if approved, swear the warrants over video. Officers shall include contact information (phone number and/or direct email) in their submission to allow the Court to contact them regarding the status of their warrant. Clerical staff shall review the JPVideoCourt@Delaware.gov email resource box for notifications of warrants being submitted to aid the judge in keeping the workflow moving smoothly. Officers may submit supporting documentation through the JPVideoCourt@Delaware.gov email resource box as well.

**Reviewing & Swearing to Search Warrants**

Police officers will scan and email any search warrants to the JPVideoCourt@Delaware.gov resource email box. Once the judge approves and swears the officer over video, the Court will scan and email the approved search warrant with the judge’s signature and Court seal back to the officer to be executed

**Presentment/Arraignment**

Police officers will scan and email executed arrest warrants and completed Initial Presentment forms and Defendant History forms to the JPVideoCourt@Delaware.gov resource email box along with their contact information (phone number and email address if submitted via scan and send from a copier/scanner). Upon receiving the email with this information, the Court shall email any forms that would require the defendant’s signature to the officer, so they are prepared for arraignment. During the presentment with the judge, the defendant should be reviewing the paperwork and signing where appropriate. At the completion of the presentment, the officer shall scan and email all forms provided with the defendant’s signature back to the Court. Once the Court receives that paperwork, they will scan and email any paperwork for additional defendant signature (i.e. Appearance Bonds, No Contact Orders, etc.). The officer will obtain the defendant’s signature and scan and email the paperwork back to the Court and provide a copy to the defendant.