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INTRODUCTION

NOTES:

eWarrants is a Tyler Technologies product designed in coordination with the North Carolina Judicial Branch as part of their eCourts initiative to provide a repository for criminal processes. Like its predecessor, NCAWARE, eWarrants is a web-based application used by North Carolina court officials and court partners, such as law enforcement and probation officers.

Purpose of This Guide:

- Clarify terminology
- Highlight changes to business processes due to court rulings or technology
- Assist with navigating through the system with step-by-step guidance

Google Chrome is the recommended browser when using eWarrants; however, other web browsers such as Microsoft Edge can be used.

TERMINOLOGY

NOTES:

Approving Entity	An individual reviewing a process for approval (e.g., magistrate)
Approved Status	State of a process during its lifecycle when it has been granted by the approving entity - only seen by the approving entity
Inactive Status	State of a process during its lifecycle when it is no longer valid due to the issuance of an amended process
In Review Status	State of a process during its lifecycle when it has been accessed by an approving entity - seen by both requesting and approving entities
Pending Status	State of a process during its lifecycle when it is ready for review by an approving entity - only seen by the approving entity
Recalled Status	State of a process during its lifecycle when it is no longer required to be served on an individual
Rejected Status	State of a process during its lifecycle when it has been denied by the approving entity - seen by both requesting and approving entities

TERMINOLOGY

NOTES:

Requesting Entity	Individual submitting a process for approval (e.g., law enforcement officer)
Request Number	Numerical identifier assigned to a process
Served Status	State of a process during its lifecycle when it has been officially given to the defendant - seen by both requesting and approving entities
Submitted Status	State of a process during its lifecycle when it is ready for review by an approving entity - only seen by the requesting entity
Unserved Status	State of a process during its lifecycle when it has been granted by the approving entity - only seen by the requesting entity
Warrant	General word for all process types

BUSINESS PROCESS CHANGES

CURRENT BUSINESS PROCESS	NEW BUSINESS PROCESS
Limited to three offenses on a process	Up to 10 offenses on a process (Per Court of Appeals ruling: State v. Rieger)
Case Number Format: 21CR012345	Case Number Format: 21CR012345 - 3-Digit County Code Must search with leading zeros and the 3-digit county code
Appearance bonds issued in the same system as other processes (e.g., Release Order)	Appearance bonds issued in new eCourts Integrated Case Management System (Odyssey)
NEW	
Appearance bonds issued in Odyssey	
Able to issue processes for juveniles who are in adult jurisdiction (check appropriate box on Defendant tab)	
Paper citations no longer supported; issue straight magistrate's order ONLY	
Electronic Warrants cannot be used to create a petition and/or custody order for involuntary commitments	

NOTES:

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ACCESSING eWARRANTS

Step 1 Go to <https://warrants.tylerhost.net> > enter username > click **Next**

Step 2 Enter password > click **Sign In** > eWarrants Dashboard displays

The screenshot shows the Tyler Justice eWarrants Dashboard. The header includes the Tyler Justice logo, a user profile icon, a notification bell, a moon icon for theme toggling, and a light icon for background toggling. The main content area is divided into several sections: a 'Quick Search' sidebar on the left, a 'My Work' table in the center, and a 'Quick Links' section at the bottom left. A 'Start Warrant' button is located below the Quick Search section. Numbered callouts (1-8) point to specific UI elements: 1 points to the light icon, 2 to the moon icon, 3 to the Quick Links section, 4 to the Quick Search sidebar, 5 to the Advanced Search link, 6 to the Start Warrant button, 7 to the user profile icon, and 8 to the Workspace tab.

Quick Search — 4

File No. / Request No.*

County

Reset Search

Search by Number

Search by Location

Unserviced Warrants

Person & Business

Start Warrant — 6

Quick Links — 3

Requests & processes

- Create an Order for Arrest - Multiple Defendants
- Create an Order for Arrest - Single Defendant

My Work — 8

Assignments Drafts Recent Activity

Warrant ID	File Number	Defendant	Type	Assigned	Status	Submitted By
REQ-21-103243		Hannibal Lector	North Carolina Magistrate Order	Mag1, Train6	In Review	train6 leol
REQ-21-103238		Norman Bates	North Carolina Magistrate Order	Trainer 6 Courthouse Routing	Pending	
REQ-21-103237		Ghost Face	North Carolina Magistrate Order	Trainer 6 Courthouse Routing	Pending	
REQ-21-103236		Michael Myers	North Carolina Magistrate Order	Trainer 6 Courthouse Routing	Pending	
REQ-21-101646		Ayanna Jordan	North Carolina Warrant for Arrest	Trainer 6 Courthouse Routing	Pending	

Advanced Search 5

NOTES:

1	Mode Control Icon	Permits selection of light or dark background
2	Profile Icon	Allows modification of personal information
3	Quick Links	Links to navigate rapidly to certain screens
4	Quick Search	Provides limited criteria searches
5	Advanced Search Tab	Provides access to advanced-criteria searches
6	Start Warrant Button	Initiates all processes
7	Talking T's	Navigates back to dashboard
8	Work space	Displays submitted, draft, and recently acted upon processes

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QUICK SEARCH OPTIONS

NOTES:

Search by Number

Allows processes to be retrieved from database upon entry of a file number, request number, or process number

Search by Location

Allows processes to be retrieved from database upon the entry of an address

Unserved Warrants

Retrieves county-specific processes that need to be served

Person & Business

Retrieves processes involving specific individuals or companies

STARTING A NEW PROCESS (Warrant, Criminal Summons, etc.)

Step 1	Click Start Warrants in button above Quick Links
Step 2	Start a Request screen displays > select appropriate County, Court, Location, and Request Type from dropdown lists
Step 3	Click Start New Request New Request screen displays > process details are entered in the fields of the corresponding tabs
Step 4	(Check Record a warrant issued on paper checkbox on Request Information tab if a paper process was issued; enter data for the additional fields that display when the box is checked; system assigns a file number if the File Number field is left blank.)
Step 5	Click the arrows located at the bottom of the screen to navigate from one tab to another tab
Step 6	Click Go to preview located in the lower right corner of the screen (Preview of the process is available after all required data have been entered.)
Step 7	Any additional forms selected must be reviewed in addition to charging document > complete additional form(s), if applicable > advance and review next form by selecting it from Form dropdown list
Step 8	Click Submit

NOTES:

PRINTING / COPYING PROCESSES

PRINTING PROCESS

NOTES:

- | | |
|---------------|---|
| Step 1 | Search by case number in Quick Search section of the dashboard |
| Step 2 | Hover cursor over the desired case, click on either icon to open process |
| Step 3 | Select dropdown menu in blue box located in the upper right corner |
| Step 4 | Select Print from the dropdown menu |
| Step 5 | Select the appropriate Copy Type from the dropdown menu |
| Step 6 | Select appropriate print option from the Print window > click Print |

COPYING PROCESS

- | | |
|---------------|--|
| Step 1 | Search by case number in Quick Search section of the dashboard |
| Step 2 | Hover cursor over the desired case, click on either icon to open process |
| Step 3 | Select dropdown menu in blue box located in the upper right corner |
| Step 4 | Select Copy from dropdown menu > Copy Request window displays |
| Step 5 | Change the request type if necessary > click OK |
| Step 6 | New Request screen displays > modify and/or add any details in the fields of the corresponding tabs > preview and Submit when complete |

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ENTERING TYPE OF SERVICE

NOTES:

- | | |
|---------------|--|
| Step 1 | Click Search File / Request File Field > Click outside the previous field |
| Step 2 | Click Search > results display on screen > click to right of document with folded corner icon > review opened process |
| Step 3 | Select dropdown box in upper right-hand corner > select Record Service Event |
| Step 4 | Select type of service that you are completing
(Service, Attempted Service, Return to Clerk) |
| Step 5 | Click Save button
(To print, use PRINTING PROCESS steps) |

ISSUING A RELEASE ORDER

NOTES:

- | | |
|---------------|--|
| Step 1 | Click the Search File / Request File field > click outside the previous field |
| Step 2 | Click Search > results are displayed on screen > click to the right of the document with folded corner Icon > review opened process |
| Step 3 | Select dropdown box in upper right-hand corner > select Record Entry Into NCIC |
| Step 4 | Enter the date the warrant was added to NCIC > select Date |
| Step 5 | Enter a comment (Recommend NCIC NIC #) > an EIN Flag will appear on Warrant Details |

