

District and Municipal Courts that wish to use the Plain Paper Print application for printing warrants need to submit their request to start using the application by completing the correct web form for their court type. The web forms can be accessed from a hyperlink at the bottom of this document or from the eService [Answer # 2330 – Using the Plain Paper Print – Warrants Application \(CLJ\)](#). The following instructions can be used to help walk courts through completing the forms.

NOTE: When a court user clicks on the web form link, the court name and requestor name will pre-fill based on the user's logon credentials. The user completing the form must be a Court Administrator or Site Coordinator.

The following information needs to be provided by the court user:

- Direct Phone Number or Phone Number and Extension.
- Select the court's preferred date to begin using Plain Paper Print – Warrants.  
Options: As Soon As Possible (ASAP) or select a specific date from the calendar.
  - If ASAP is selected, AOC will attempt to get the process completed as soon as possible. NOTE: This may take up to one week to complete the set-up tasks.
  - If a specific date is selected AOC will complete the set-up tasks and have the application made available to the court on the scheduled date. NOTE: The date selected should be at least one week out to allow AOC time to complete the set-up tasks.
- Select the amount of time the court would prefer to have both the Pre-Printed Warrants and the Plain Paper Warrants available concurrently.
  - This option allows the courts to compare the two and confirm that the Plaintiff options and court information are printing correctly on the Plain Paper versions.
  - The available options are 2 weeks, 1 month, or 2 months.
- Document the court's preference related to Comments being allowed on warrants:
  - Should the court users be allowed to enter comments on the Warrant Order (WRO) screen, "Yes" or "No"?
    - If comments are to be allowed, should the comments entered appear on the Plain Paper Warrants (example below), "Yes" or "No"?

Warrant						
Bail	\$10,000,099.99	Warrant Exp	9/30/2019	Case No	223456789	
<b>CASH BAIL ONLY - No Personal Recognizance or Bail Bond</b>						
Reason(s) for Issuance:						
Failure To Appear, Failure to Comply, Failure to Pay, Failure to Post, Probable Cause						
Vehicle						
Plate	123ABC	State	WA	Exp	4/15/2013	
Year	2013	Make	CHV	Type	VET	Color
SIL						
Comments						
THIS IS A COMMENT ENTERED WHILE ORDERING THE WARRANT WHICH WILL APPEAR ON THE DOCKET AS WELL AS THE WARRANT						

- If comments are to be allowed, should the comments entered automatically create a docket entry on the Case Docket (CDK) screen (example below), “Yes” or “No”?

```

Name: TESTNAME, SAMUEL A          Cln Sts:
DUI                               RECKLESS DRIVING
Note:
Case: 223456789 WSP CT Criminal Traffic      Print: N (Y/N)
WARRANT ISSUED
S 09 30 2013 BENCH Warrant Issued for          SYS
S _ _ _ _ _ Fail To Post Bail/Aprr/Arrng PR    SYS
S _ _ _ _ _ Fail To Comply                    SYS
S _ _ _ _ _ Fail To Appear For Hearing          SYS
S _ _ _ _ _ Fail To Pay Fine Or Appear        SYS
S _ _ _ _ _ Probable Cause                    SYS
S _ _ _ _ _ Cash Bail Only                    SYS
S _ _ _ _ _ Bail: 9,999,999.99 + 100.00 Warrant Fee; SYS
S _ _ _ _ _ Total Bail 10,000,099.99          SYS
S _ _ _ _ _ THIS IS A COMMENT ENTERED WHILE ORDERING THE WARRANT WHICH SYS
S _ _ _ _ _ WILL APPEAR ON THE DOCKET AS WELL AS THE WARRANT          SYS
  
```

NOTE: If the comments options are marked to “No” on both the Plain Paper Warrants and the CDK screen, then comments will not be allowed to be entered on the WRO screen. Also, the WRO Comments line will not be available for use with the Pre-Printed Warrants.

If you have any comments and/or concerns regarding the request, please add them to the free-text box.

Once the form has been completed, click <Submit> to send the Web Form to AOC.

AOC will review the request and will determine what Plaintiff will appear on Plain Paper Warrants for each of the court’s jurisdictions based on the information provided. The results will be sent to the courts to review.

- If the Plaintiff results are correct for the court’s needs then the request will be processed to turn on the court’s Plain Paper Print – Warrants access.
- If the Plaintiff results are incorrect, AOC staff will work with the court to determine what changes need to be made, and then the request will be processed to turn on the court’s Plain Paper Print – Warrants access.

NOTE: Courts can run both Plain Paper and Pre-Printed Warrants for their selected time period to review the settings. If needed, changes can be made at any time.

[On-boarding Web Form](#)

[Plain Paper Print \(PPP\) – Warrants Application Help](#)