Instructions for Preparing Affidavit and Search Warrant

This packet consists of seven parts. TYPE OR PRESS HARD.

*Alternate procedures may be required for these items when using electromagnetic means for issuing warrants.

1.   In paragraph one FULLY describe the person, place, or thing to be searched and give its EXACT location.

2.   In paragraph two FULLY describe the property that is to be searched for and seized.

3.   In paragraph three set forth the facts and observations which establish probable cause. If additional pages are necessary, continue on form DCY 231a.

4.   *Present to prosecuting official for review if required locally.

5.   *Present the original of the affidavit and search warrant to the judge/magistrate for review.

6.   *Swear to the contents of the affidavit and sign it before the judge/magistrate.

7.   Have the judge/magistrate sign both the original of the affidavit and the search warrant.

8.   Print names of judge/magistrate and affiant on all copies of the affidavit and/or search warrant where the signatures have not been reproduced by the carbons.

9.   Separate packet, retaining carbons to make duplicate tabulations later.

10.   *Leave original affidavit and last copy of warrant with the issuing judge/magistrate.

11.   Assemble copies to be served by securely attaching affidavit copies to search warrant copies. You will need to use photocopies to have sufficient copies to serve or leave at the scene.

12.   *Execute search warrant at location given.

13.   Complete the tabulation (list) of property taken in the presence of the person(s) from whom it is seized, if present, or any other person (including another officer).

14.   Have person before whom the tabulation is completed sign the tabulation as witness.

15.   *Leave a copy of the affidavit, search warrant, and completed tabulation with the person(s) from whom the property was taken, if present, or at the premises.

16.   *Return the original search warrant and complete tabulation to the court indicating the date returned and name of the person(s) served.

Original affidavit - Court
1st copy - Prosecutor
2nd copy - Serve

Original warrant - Return
1st copy - Prosecutor
2nd copy - Serve
3rd copy - Issuing judge

**STATE OF MICHIGAN
JUDICIAL DISTRICT**

AFFIDAVIT FOR SEARCH WARRANT

CASE NO.

Please type or press hard   *See other side for instructions*   Police Agency
Report Numer: _____

_____ , affiant(s), state that:

1. The person, place, or thing to be searched is described as and is located at:

2. The PROPERTY to be searched for and seized, if found, is specifically described as:

3. The FACTS establishing probable cause or the grounds for search are:

This affidavit consists of _____ pages.

_____
Affiant

Review on _____
                    Date

by _____
     Prosecuting official

Subscribed and sworn to before me on _____
                                                              Date

_____
Judge/Magistrate

DC 231 (6/94) **AFFIDAVIT FOR SEARCH WARRANT**

Original affidavit - Court
1st copy - Prosecutor
2nd copy - Serve

Original warrant - Return
1st copy - Prosecutor
2nd copy - Serve
3rd copy - Issuing judge

Approved, SCAO

STATE OF MICHIGAN JUDICIAL DISTRICT	SEARCH WARRANT	CASE NO.

TO THE SHERIFF OR ANY PEACE OFFICER:

Police Agency
Report Numer: _____

_____ , has sworn to the attached affidavit regarding the following:

1. The person, place, or thing to be searched is described as and is located at:

2. The PROPERTY to be searched for and seized, if found, is specifically described as:

IN THE NAME OF THE PEOPLE OF THE STATE OF MICHIGAN: I have found that probable cause exists and you are commanded to make the search and seize the described property. Leave a copy of this warrant with affidavit attached and a tabulation (a written inventory) of all property taken with the person from whom the property was taken or at the premises. You are further commanded to promptly return this warrant and tabulation to the court.

Issued: _____   _____
  Date   Judge/Magistrate   Bar no.

RETURN AND TABULATION

Search was made _____ and the following property was seized:
  Date

☐ Continued on reverse side

_____
Officer

Copy of affidavit, warrant, and tabulation served on: _____
  Name

Tabulation filed: _____
  Date

DC 231 (6/94) **AFFIDAVIT AND SEARCH WARRANT**