

**INDIVIDUAL RULES AND PRACTICES FOR CRIMINAL CASES  
HENRY J. RICARDO, UNITED STATES MAGISTRATE JUDGE**

**Chambers**

Daniel Patrick Moynihan Courthouse  
500 Pearl Street, Room 701  
New York, NY 10007  
212-805-3850  
[NYSDRicardoCriminal@nysd.uscourts.gov](mailto:NYSDRicardoCriminal@nysd.uscourts.gov)

**Courtroom**

500 Pearl Street, Room 21D  
Roberto Diaz, Courtroom Deputy

**I. Criminal Applications**

**A. Warrants**

Arrest and search warrants, including applications for cell site information, triggerfish, and GPS tracking, should be emailed to [NYSDRicardoCriminal@nysd.uscourts.gov](mailto:NYSDRicardoCriminal@nysd.uscourts.gov) specifying the time that the agent and U.S. Attorney are available to swear out the complaint.

**B. Late-night or Weekend Warrants**

If you anticipate the need for a late-night or weekend warrant, please send Judge Ricardo an email at [NYSDRicardoCriminal@nysd.uscourts.gov](mailto:NYSDRicardoCriminal@nysd.uscourts.gov).

**II. Pleas**

At least 24 hours in advance of a plea, the indictment/information, plea agreement, a summary of the elements of the offense(s), and the maximum and mandatory penalties for each crime/count should be emailed to [NYSDRicardoCriminal@nysd.uscourts.gov](mailto:NYSDRicardoCriminal@nysd.uscourts.gov).

**III. Misdemeanor Sentencing**

Pre-sentence submissions for misdemeanors should be submitted no later than 2 weeks before the scheduled meeting.