

INDIVIDUAL PRACTICES IN CRIMINAL CASES
JENNIFER E. WILLIS, UNITED STATES MAGISTRATE JUDGE

Chambers

United States District Court
Southern District of New York
40 Foley Square, Room 425
New York, NY 10007
Phone: (212) 805-0244
Fax: (212) 805-7906

Deputy

Tamika Kay

I. Criminal Applications

- a. **Warrants.** Arrest and search warrants, including applications for cell site information, triggerfish, and GPS tracking, should be emailed to WillisCriminalDuty@nysd.uscourts.gov. The cover email should specify the time that the agent and AUSA are available to swear out the complaint or affidavit.
- b. **PEN Registers, NDOs, and OCs.** All applications requiring Judge Willis's review and signature should be sent to WillisCriminalDuty@nysd.uscourts.gov.
- c. **Late-night or weekend warrants.** If you anticipate the need for a late-night or weekend warrant, please send Judge Willis an email at WillisCriminalDuty@nysd.uscourts.gov, and call Judge Willis on her personal cell phone, available on the criminal duty roster.

- 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 WillisCriminalDuty@nysd.uscourts.gov.

- III. **Misdemeanor Sentencing.** Pre-sentence submissions for misdemeanors should be submitted no later than 2 weeks before the scheduled sentencing.