

# Guidance for Completing Non-Federal WT-2 Wiretap Reports

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## Introduction

Title 18 USC 2519 requires both judges and prosecutors to report on Title III wiretap applications to the Administrative Office of the U.S. Courts (AOUSC) on an annual basis. The WT-2 report form is used to report a wiretap to the AOUSC.

The WT-2 is divided into two parts: Part 1 (Judge's Report) and Part 2 (Prosecutor's Report). Judges are required to complete and submit Part 1 data. Prosecutors are required to complete and submit both Part 1 and Part 2 data. This document is intended as resource to guide for judges and prosecutors who complete and submit the new WT-2 report form.

In 2015, the AOUSC plans to introduce new WT-2 report forms that can be edited and saved as PDFs from any computer with Adobe Reader 9 or better (click here for the [free Adobe Reader XI download](#)). In addition to allowing users without Adobe Acrobat to edit the WT-2 form, the editable PDF includes built-in validation logic to ensure all required information is entered before a report is submitted.

***Note:** As a general rule when completing either Part 1 or Part 2 of a WT-2 report, do NOT include the name, telephone number, address, or any potentially identifying information about any subject of the wiretap anywhere on the WT-2 report. The AOUSC is not authorized to collect this information.*

## 1 Due Dates and Reporting Requirements

### 1.1 Due Dates and Reporting Requirements for Judges

**DUE DATE:** January 31 is the due date for judges to submit Part 1 (Judge's Reports) of the WT-2 to the AOUSC for both denied wiretap applications and expired wiretap orders from the previous year.

***TIP** - Although January 31st is the due date, it is a good practice to submit WT-2 Judge's Reports throughout the year as wiretap orders terminate. Some courts set a 30 day reminder that occurs after an order or extension is granted. At the end of the 30 days, the court verifies that the wiretap has terminated and completes a WT-2 Part 1 Judges' Report for the order.*

**RESPONSIBLE PARTIES:** The authorizing or denying judge is responsible for reporting all WT-2 Part 1 forms to the AOUSC; however, a judge can authorize court staff to complete Part 1 on his or her behalf. Section 8A of the WT-2 Part 1 Judge's Report requires an endorsement from the responsible judge, regardless of who prepares the WT-2 Part 1.

**REPORTABLE APPLICATIONS:** A WT-2 Part 1 (Judge's Report) should be submitted for any of the following applications for authorized interception of communications:

- A denied application for an interception;
- An order authorizing interception of communications under 18 U.S.C. § 2518 that expired during the preceding calendar year. (An authorized application and order should only be reported after the order and all extensions have expired.)

## 1.2 Due Dates and Reporting Requirements for Prosecutors

**DUE DATE: March 31** is the due date for prosecutors to submit both Part 1 and Part 2 of the WT-2 to the AOUSC for wiretaps terminated during the previous year.

**RESPONSIBLE PARTIES:** Even though the AOUSC receives WT-2 Part 1 from the judge, the prosecutor is responsible for reporting both WT-2 Part 1 and Part 2 data to the AOUSC.

***TIP -** To reduce duplication of effort on completing WT-2 Part 1 information, coordinate with your judge's staff to get a copy of the WT-2 Part 1 (Judge's Report) that the court submits to the AOUSC.*

**REPORTABLE APPLICATIONS:** A full WT-2 should be submitted by prosecutors for the following:

- A denied application for an interception or wiretap (Part 2 will be blank);
- An authorized wiretap or interception that terminated during the preceding calendar year.

## 1.3 Excluded or Not Reportable Applications for Interception

A WT-2 Part 1 should **NOT** be submitted for any of the following situations:

- When orders are issued at the request, or with the consent, of one of the principal parties to the communication;
- When a police officer or police informant is a party to the communication;
- When only a body microphone is used;
- When a pen register is used alone and not in conjunction with any wiretap or interception of communication;
- When the order is related to a sealed terrorism case.

## 2 WT-2 – Part 1 (Judge’s Report)

Part 1 (Judge’s Report) gathers information on the initial application for interception of communications and any related extensions. The first two pages of the WT-2 form constitute Part 1 (Judge’s Report). The heading of each page will identify if the page is Part 1 related.

<p><b>ADMINISTRATIVE OFFICE OF THE UNITED STATES COURTS</b></p> <p><b>PART 1 (JUDGE’S REPORT)</b></p> <p><b>REPORT OF APPLICATION AND/OR ORDER</b></p> <p><b>AUTHORIZING INTERCEPTION OF COMMUNICATIONS</b></p> <p><i>(To be reported by January 31 for denied applications and for approved applications for orders that expired during the preceding year, pursuant to 18 U.S.C. § 2519(i))</i></p>
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The Part 1 form is divided into multiple sections, labeled 1 through 8B. Below are guidance and tips on completing the each of these sections in the Judge’s Report.

### 2.1 Section 1: Judge Authorizing or Denying the Application

Section 1, example below, collects required information on the judge and court that approved or denied the application for interception. The section requires the judge’s name and the jurisdiction of the court where the judge was presiding. The section also includes a field for entering a unique court reference number (if available).

1. Judge Authorizing or Denying the Application			
Judge's Name	Judge's First Name:	Middle Initial:	Last Name: Suffix: <span style="float: right;">▼</span>
Court Jurisdiction	State: <span style="float: right;">▼</span>	Court Jurisdiction: <span style="float: right;">▼</span>	Other Court Jurisdiction:
Court Reference Number	Court Reference No.:		

**Judge’s Name:** The name of the judge who either authorized or denied the wiretap application being reported. The *Judge’s First Name* and *Judge’s Last Name* fields are required.

**Court Jurisdiction:** The jurisdiction of the court where the judge was presiding. In cases of a visiting judge, the court jurisdiction should reflect the court where the application for interception was submitted.

The form includes drop down lists for both states and known court jurisdictions. The *State* and *Court Jurisdiction* are required fields. Options available in the *Court Jurisdiction* list are driven by the value of the *State* field. First, select the *State* and then set the *Court Jurisdiction* field from the drop down list.

The list of jurisdictions is based on what has been reported to the AOUSC in the past. If you cannot find the correct jurisdiction in the *Court Jurisdiction* drop down list, the *Other Court Jurisdiction* field is available for adding a new jurisdiction (see Tip below).

**TIP** - If the correct jurisdiction does not exist in the *Court Jurisdiction* drop down list, try the following:

- Verify the State field is correct since the State field drives the list of available options for Court Jurisdiction.
- If the State is correct, then select 'Other' from the Court Jurisdiction drop down list. Selecting 'Other' in Court Jurisdiction opens the Other Court Jurisdiction field to allow a new jurisdiction to be added. See example below.

1. Judge Authorizing or Denying the Application				
Judge's First Name:	Middle Initial:	Last Name:	Other Court Jurisdiction is only available for editing if Court Jurisdiction equals 'Other'.	
State: CO	Court Jurisdiction: Other	Court Jurisdiction Drop Down Menu	Other Court Jurisdiction: 22nd Judicial District	

**Court Reference Number:** If available, provide any unique reference number used by the court for this specific application or order authorizing an interception. Please do NOT include any names or phone numbers as part of this reference number.

## 2.2 Section 2: Source - Official Making the Application

Section 2 collects required information on the official applying for the wiretap. See example below.

2. Source - Official Making Application				
Official's Name & Telephone	Official's First Name:	Middle Initial:	Last Name:	Suffix: Telephone No.:
Official's Title	Title: (i.e., DA, etc.) Select:	Official's Jurisdiction/Agency:	Official's Jurisdiction or Agency	

**Official's Name & Telephone No.:** The name and telephone number of the official applying for the wiretap. The *Official's First Name*, *Official's Last Name*, and *Telephone No.* are required fields.

**Official's Title:** The title of the official making the application for the wiretap. The *Title* field is required. Before manually entering a *Title*, please determine if any of the existing options in the drop down menu are appropriate. If none of the titles in the list are appropriate, you may type the official's title in this field.

**Official's Jurisdiction or Agency:** The agency or jurisdiction with which the official making the application is associated. This information is required.

### 2.3 Section 3A: Prosecution Official Submitting the Application

Prosecutor Name						Prosecutor Phone Number	
3A. Prosecuting Official Submitting the Application							
Prosecutor's First Name:			Middle Initial:	Last Name:		Suffix:	Telephone No.:
Prosecutor's Jurisdiction:				Other Prosecutor's Jurisdiction:			
Prosecutor Reference No.:							

**Prosecutor’s Name & Telephone:** The name and telephone number of the prosecutor who submitted the original wiretap application. The *Prosecutor’s First Name*,

*Prosecutor’s Last Name*, and *Telephone No.* fields are all required.

**Prosecutor’s Jurisdiction:** The *Prosecutor’s Jurisdiction* field is required and can be selected from a drop down list of known jurisdictions. The drop down menu includes a list of jurisdictions previously reported to the AOUSC for a given state. The *Other*

*Prosecutor’s Jurisdiction* field is available for adding a new jurisdiction (see Tip below).

**TIP -** If the correct jurisdiction does not exist in the *Prosecutor’s Jurisdiction* drop down list, then try the following:

- Verify the State field in Section 1 is correct. The State field in Section 1 drives the list of available options for *Prosecutor’s Jurisdiction* in Section 3A.
- If the State is correct, then set the *Prosecutor’s Jurisdiction* field to ‘Other’. This will open the *Other Prosecutor’s Jurisdiction* field for editing.

**Prosecutor’s Reference Number:** If available, provide any unique reference number used by the prosecution for this specific application or order. Please do NOT include any names or phone numbers as part of this reference number.

### 2.4 Section 3B: Law Enforcement Agency Conducting the Wiretap

		3B. Law Enforcement Agency Conducting the Wiretap							
Agency Name	Agency Name ( <i>FBI, DEA, Sheriff, etc.</i> )					Agency Reference No.:		Agency Reference Number	
Agency Contact	Contact Person's First Name:	Middle Initial:	Last Name:	Suffix:	Telephone No.:	Extension:			

**Agency Name:** The name of the law enforcement agency conducting the wiretap. This field is required.

**Agency Reference Number:** If available, any unique reference number used by the law enforcement agency for this specific application or order authorizing the interception. Do **not** include any names or phone numbers as part of this reference number.

**Agency Contact:** The name and telephone number of the contact person at the law enforcement agency. The *Contact Person's First Name, Last Name, and Telephone No.* fields are all required.

## 2.5 Section 4: Nature of Most Serious Offense

Sections 4 and 5 are placed next to each other on the first page of the WT-2 Part 1 (Judge's Report). Section 4 is to the left (identified in the picture below within the red box).

4. Offense (Most Serious)		5. Type of Order (Select One)	
Most Serious Offense	Most Serious Offense: Select: <input type="text"/>	<input type="checkbox"/>	Ordinary Specification Order (including most cell phone wiretaps)
Title & Section of Offense	Title/Section of Offense:	<input type="checkbox"/>	Roving - Relaxed Specification Order Granted under 18 U.S.C. 2518(11)

**Most Serious Offense:** The nature of the most serious offense specified in the order or application. Please select the most appropriate general description from the *Most Serious Offense* drop down menu.

**Title/Section of Offense:** When the *Most Serious Offense* is set to 'Conspiracy', 'Possession', or 'Other'; you will be required to enter the specific title and section of the most serious charge specified in the application or order. Otherwise, this field will be locked and will not allow title/section information to be entered.

**TIP -** When two or more offenses are specified in the application, the offense with the maximum statutory sentence is to be classified as the most serious. If two specified offenses have the same maximum statutory sentence, then a crime against a person takes priority over a crime against property.

## 2.6 Section 5: Type of Order

Section 5 requires information on whether the application is for a standard or roving order, as defined by tile 18 U.S.C. § 2518(11). This selection is required.

5. Type of Order (Select One)			
<input type="radio"/>	Roving (Wire/Electronic)	<input type="radio"/>	Roving (Oral)
<input type="radio"/>	Roving (Wire/Electronic/Oral)	<input type="radio"/>	Standard Order
<input type="radio"/>	Roving (Wire/Electronic/Oral) & Standard Order		

**Standard Order:** A standard order is the most common type of order. The application includes a specific description of the facility to be intercepted or location where interception will occur.

**Roving- Order:** A roving order is defined under 18 U.S.C. § 2518(11). The statute defines the types of communications (wire, electronic, oral) to be intercepted and defines a particular individual whose communications will be intercepted without defining with particularity the location or facility to be intercepted. By definition, a roving order will not be limited to a specific facility or location.

If ‘Roving (Oral)’ is selected, then the ‘No Location Specified’ option will be automatically selected in Section 8: Oral Intercept Location.

**Definitions:**

1. Roving (Wire/Electronic): A roving order intercepting a wire and/or electronic communication.
2. Roving (Wire/Electronic/Oral): A roving order intercepting a wire, electronic and/or oral communication.
3. Roving (Wire/Electronic/Oral) & Standard Order: A roving and standard order intercepting a wire, electronic and/or oral communications.
4. Roving (Oral): A roving order intercepting only oral communications.

**2.7 Section 6: Duration of Intercept**

6. Duration of Intercept						
Order or Extension	No. of Days	Date of Application	Check One		Date Order	Date that a Granted Order/Extension was Modified or Amended, if applicable.
			Denied	Granted	Denied or Granted	
Original Request			<input type="checkbox"/>	<input type="checkbox"/>		Date Modified /Amended
1st Extension			<input type="checkbox"/>	<input type="checkbox"/>		Date Modified /Amended
2nd Extension			<input type="checkbox"/>	<input type="checkbox"/>		Date Modified /Amended
3rd Extension			<input type="checkbox"/>	<input type="checkbox"/>		Date Modified /Amended
4th Extension			<input type="checkbox"/>	<input type="checkbox"/>		Date Modified /Amended
5th Extension			<input type="checkbox"/>	<input type="checkbox"/>		Date Modified /Amended
6th Extension			<input type="checkbox"/>	<input type="checkbox"/>		Date Modified /Amended
Use the last page of the form for additional extensions.	<b>Total Number of Extensions:</b>				<b>Total Days Authorized:</b>	
	0				0	

**Original Request:** The first row is for information about the requested duration, application date, application status, and dates that decisions were made on the original request for a wiretap order. The AOUSC will not accept a WT-2 Part 1 form without information on the original request.

**Extensions:** An extension is an order to continue intercepting communications pursuant to a current order that has not expired.



Continuous “extension” orders for which no interruption in interceptions occurred because of a break between orders, as well as “renewal” orders for which an interruption in interceptions occurred because of a break between orders, are both considered extensions and must be reported.

Any subsequent extension requests to extend the duration of an existing order should be entered in order from “1<sup>st</sup> Extension” to the “6<sup>th</sup> Extension.” If more than 6 extension requests have been made, the last page of the WT-2 form has lines for entering the 7<sup>th</sup> through 36<sup>th</sup> applications for extension as needed.

Number of Days Requested		Application Date	Application Status		Date Denied or Granted	Date of Modification or Amendment
Order or Extension	No. of Days	Date of Application	Check One		Date Order Denied or Granted	Date that a Granted Order/Extension was Modified or Amended, if applicable.
			Denied	Granted		
Original Request			<input type="checkbox"/>	<input type="checkbox"/>		Date Modified /Amended
1st Extension			<input type="checkbox"/>	<input type="checkbox"/>		Date Modified /Amended
2nd Extension			<input type="checkbox"/>	<input type="checkbox"/>		Date Modified /Amended
3rd Extension			<input type="checkbox"/>	<input type="checkbox"/>		Date Modified /Amended
4th Extension			<input type="checkbox"/>	<input type="checkbox"/>		Date Modified /Amended
5th Extension			<input type="checkbox"/>	<input type="checkbox"/>		Date Modified /Amended
6th Extension			<input type="checkbox"/>	<input type="checkbox"/>		Date Modified /Amended
Use the last page of the form for additional extensions.	Total Number of Extensions:		Summary Checks		Total Days Authorized:	
	0				0	

**Number of Days Requested:** The requested duration of the intercept is required for the original request and all subsequent extensions. The *No. of Days* field should typically be 30 days and cannot exceed that amount of days for the original request or any single request for extension; however, multiple extensions can be requested and/or authorized, which cumulatively can exceed 30 days.

**Application Date:** This is the date the original application or extension application is submitted to the court. The application date should be in MM/DD/YYYY format and is required for the original request and each subsequent extension request

**Application Status:** This selection is required and only one option can be selected. If the request was denied, then select the *Denied* checkbox. If the request was granted resulting in an order authorizing interception, then select *Granted*.

**Date Denied or Granted:** The date the judge denied or granted the application. This information is required for the original request and each subsequent request for extension.

**Date of Modification or Amendment:** If the application was granted with

some modifications or was amended, enter the date that the judge modified or amended the order or extension into this field. If no modifications or amendments were made, please leave the *Date Modified/Amended* field blank. Note: an application for extension should **NOT** be identified as a modification or amendment to the original request.

**Summary Checks:** At the bottom of Section 6 there are two read-only fields, *Total Number of Extensions* and *Total Days Authorized*, which can be used to validate that all extensions were entered correctly. *Total Number of Extensions* is a count of all extensions entered on the form with an application status of *Granted*. *Total Days Authorized* is the sum of requested days for all *Granted* applications and requests. These sums should match your internal records for the number of extensions and total requested durations of the wiretap being reported.

TIP - All date fields on the form can be entered in manually (MM/DD/YYYY format) or through a pop-up calendar. To access the calendar, first move your cursor to the date field. See example below.

Order or Extension	No. of Days	Date of Application	<i>Check One</i>	
Original Request			<input type="checkbox"/> Denied <input checked="" type="checkbox"/> <b>Click to Open Calendar</b>	
1st Extension			<input type="checkbox"/>	<input type="checkbox"/>

Then click on gray arrow button at the right of the field to open the calendar.

Order or Extension	No. of Days	Date of Application	<i>Check One</i>	
			Denied	Granted
Original Request		<div style="border: 1px solid gray; padding: 2px;">                     ◀ October, 2014 ▶                      Sun Mon Tue Wed Thu Fri Sat                      28 29 30 1 2 3 4                      5 6 7 8 9 10 11                      12 13 14 15 16 17 18                      19 20 21 22 23 24 25                      26 27 28 29 30 31 1                      2 3 4 5 6 7 8                      Today: 12/31/2014                 </div>		<input checked="" type="checkbox"/>
1st Extension				<input type="checkbox"/>
2nd Extension				<input type="checkbox"/>
3rd Extension				<input type="checkbox"/>
4th Extension				<input type="checkbox"/>
5th Extension				<input type="checkbox"/>

## 2.8 Section 7: Type of Intercept

Section 7 provides a series of checkboxes to identify the type of device(s) or nature of communication specified in the application. At least one checkbox must be selected, but you should select all of checkboxes that apply to the application.

7. Type of Intercept (Check all that apply to this order/authorization)		
<p><b>Wire</b></p> <p><input type="checkbox"/> Standard Telephone</p> <p><input type="checkbox"/> Cellular or Mobile Telephone</p> <p><input type="checkbox"/> Voicenotes</p> <p><input type="checkbox"/> Video with Human Voice</p> <p><input type="checkbox"/> Other (specify):  <input style="width: 100%;" type="text"/></p>	<p><b>Oral</b></p> <p><input type="checkbox"/> Microphone / Eavesdrop (Bug)</p> <p><input type="checkbox"/> Other (specify):  <input style="width: 100%;" type="text"/></p>	<p><b>Electronic</b></p> <p><input type="checkbox"/> Text Messaging</p> <p><input type="checkbox"/> Applications</p> <p><input type="checkbox"/> Computer (including email)</p> <p><input type="checkbox"/> IP/Server</p> <p><input type="checkbox"/> Other (specify):  <input style="width: 100%;" type="text"/></p>

**Wire – Standard Telephone or Cellular Telephone Calls:** This is the interception of wire communications on one or more telephones. Note: Text messages, instant messages (IM), or email messages made using a mobile phone are electronic communications and should be categorized as *Text Messaging* or *App* under the Electronic column.

**Wire - Voicenotes/Video with Human Voice:** This is information made when the human voice is transferred via electronic message. For example, a recorded audio file or an attachment to a video sent via text message or application is considered wire communications.

**Oral - Bug:** This is the interception of oral communications through a recording device. Note: This does not include information obtained when a body microphone is used/worn by a consenting party to the conversation to allow law enforcement personnel to monitor the exchange.

**Electronic – SMS text messaging:** This is the interception of electronic communications transferred through the facility’s service provider. Examples of a facility’s service provider for a phone are T-Mobile or Verizon.

**Electronic – Application:** This is the interception of electronic communications transferred through an application (e.g., Facebook, WhatsApp, Snapchat), not through the facility’s service provider.

**Electronic – Computer (Email):** This is the interception of electronic communications transferred through email.

**Electronic – IP/server:** This is the interception of electronic communications (content) transferred through an IP address or server.

**Other:** If you do not see an option that adequately reflects the type of intercept specified in the application or order, then please select one of the *Other* checkboxes under Wire, Oral, or Electronic that best fits the situation. If an *Other* checkbox is selected, a brief description will be required.

**TIP** - If an application requests interception of calls, text messages, and IMs from a smartphone, please select all that apply: Cellular or Mobile Phone, Text Messaging, and/or App.

## 2.9 Section 8: Oral Interception Location Only - Location of Listening Device

Section 8 provides a series of checkboxes to identify the type of location(s) specified in the application.

If an Oral intercept type in Section 7 is selected, then at least one checkbox in Section 8 must be selected, but you should select all checkboxes that apply to the order for interception. If the order does not authorize the interception of oral communications, leave Section 8 blank.

8. Oral Intercept Location Only - Location of Listening Device	
<input type="checkbox"/>	Personal Residence (e.g., single family house, apartment, mobile home, rooming house, dormitory)
<input type="checkbox"/>	Business (e.g., store, office, restaurant, gym, hospital, school)
<input type="checkbox"/>	Public Area (e.g., pay telephone, park, station, airport, library, street, cemetery)
<input type="checkbox"/>	Other Location (e.g., motel, prison, jail, vehicle, another specified location not listed)
	Specify <input style="width: 600px; height: 15px;" type="text"/>
<input type="checkbox"/>	No Location Specified

**Personal Residence:** Any place the subject(s) of the intercept resides including detached houses, duplexes, town/row houses, apartments, self-contained private room or apartments within a house of condominium, mobile homes, and boarding houses with common telephones, dormitories, fraternity/sorority houses, nursing homes, etc. where the bug was placed to capture oral communications.

**Business:** Any place of business including stores, offices, restaurants, gyms, hospitals, schools, government agency offices, etc.

**Public Area:** Any public area including parks, pay telephones, bus/train stations, airports, cemeteries, streets, etc.

**Other Location:** Use this option if none of the other checkboxes adequately covers the location of the interception. The form will require a brief description of the location specified in the application. Some examples include motels, prison and jail cells, vehicles, etc.

**No Location Specified:** Use this option in the unusual situations where the wiretap application or order does not specify a specific location or device. This checkbox will be automatically selected if Section 5: Type of Order was identified as a *Roving-Oral*.

### 2.10 Section 8A: Judge’s Endorsement

8A. Judge's Endorsement			
<i>Checking the Judge's Endorsement box acknowledges Part 1 is completed with the approval of the judge.</i>			
<input type="checkbox"/>	Judge's Endorsement	Date: <input style="width: 80px;" type="text"/>	Telephone No.: <input style="width: 100px;" type="text"/>

Section 8A of the WT-2 Part 1 (Judge’s Report) requires the judge’s endorsement from the responsible judge regardless of who prepares the WT-2 Part 1. The Judge’s Endorsement checkbox is available to acknowledge the WT-2 Part 1 form is being completed with the endorsement of the judge on his or her behalf.

The date the judge acknowledged the completed WT-2 Part 1 (Judge’s Report) and the judge’s telephone number are also required.

### 2.11 Section 8B: Report Prepared By

8B. Report Prepared By						
Report Preparer Name & Phone	Report Preparer's First Name:	Middle Initial:	Last Name:	Suffix: <input style="width: 20px;" type="text"/>	Telephone No.:	Extension:
	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 150px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 80px;" type="text"/>	<input style="width: 50px;" type="text"/>
	Title:				Date:	
	<input style="width: 100%; height: 20px;" type="text"/>				<input style="width: 80px;" type="text"/>	
	Report Preparer Official Title				Date Report Prepared	

Section 8B requires information on the name, telephone number, and title of the person who actually prepared the WT-2 Part 1 (Judge’s Report). The report preparer is also required to enter the date that the form was completed. Date in Section 8B is compared against the application date of the original request reported in Section 6.

**TIP** - Create and use a judge specific copy of a blank WT-2 Part 1 form with portions of Sections 1, 8A, and 8B already completed with information that would be the same across WT-2 Part 1 reports for the same judge and report preparer. Information that could be shared across WT-2 Part 1 forms includes:

- Section 1: Judge’s Name
- Section 1: Court Jurisdiction information
- Section 8A: Judge’s Telephone Number
- Section 8B: Report Preparer’s Name, Telephone, and Title. The Date that the report was prepared should NOT be pre-populated.

### 2.12 WT-2 – Part 1: Validating, Saving, and Submitting the Judge’s Report

The following information is specifically for judges and court staff. Prosecutors should go directly to the directions for WT-2 - Part 2 (Prosecutor’s Report) on page 16.

Judges are only responsible for completing and submitting Part 1 of the WT-2 form for a wiretap application. Once the report is completed and electronically signed (or endorsed) by the Judge, the final steps to complete a WT-2 Part 1 Judge’s report are to:

- Validate the Part 1 Judges Report;
- Save a copy of the PDF with a unique name;
- Send or submit the completed report to the AOUSC and the official who originally made the wiretap application.

The PDF form provides utility buttons at the bottom of the second page to assist with these tasks.

Additional Instruction
Judges stop here. Prosecutors and Law Enforcement Agencies continue to Part 2 of the WT-2 Form.

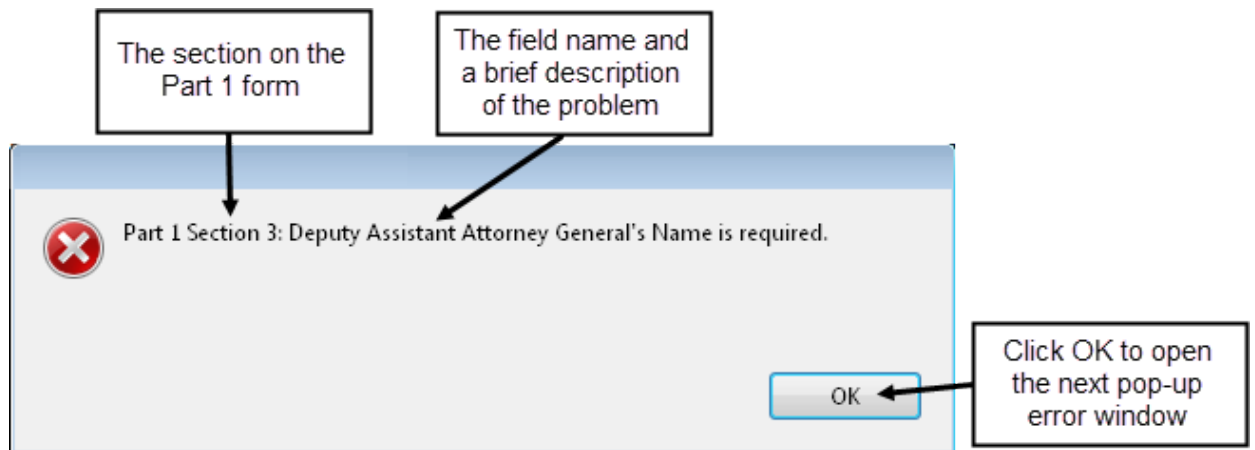


### 2.12.1 Validating the WT-2 Part 1 Judge’s Report Forms

The *Validate Part 1* button allows you to double check that all required fields on the Judge’s Report have been entered



Clicking the button begins starts an examination of each required field on the Judge’s Report and presents any validation errors one at a time. Each pop-up error message indicates the section (1 through 8b) and field where the error was found and provides a brief description of the problem.



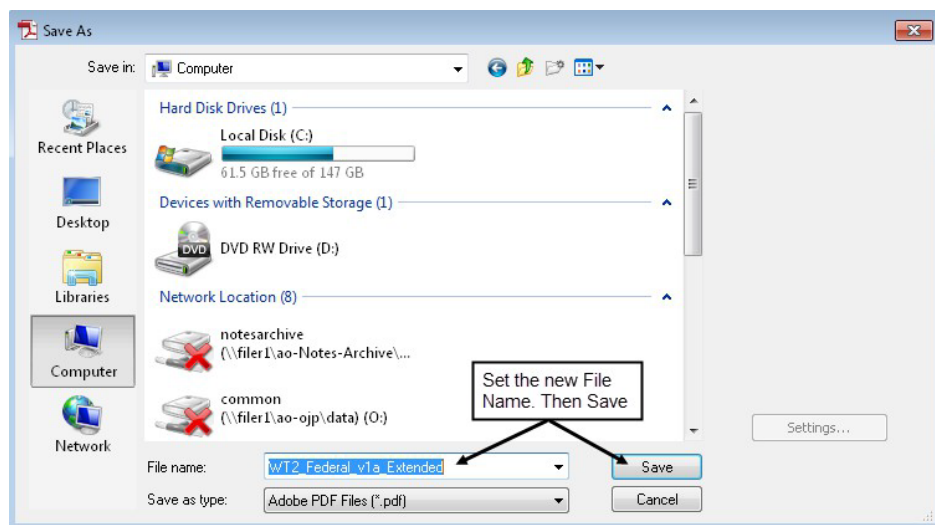
*TIP - Since there may be multiple error pop-up messages, it is a good practice to write down the both the section and field name prior to clicking the 'OK' button and opening the next error message.*

### 2.12.2 Saving Fully & Partially Completed WT-2 Part 1 Judge's Report Forms

When filling out multiple WT-2 Part 1 Judge's Reports, it is crucial to save each report under a unique file name. Otherwise, there is a risk of overwriting a completed form.



The 'Save As' utility is part of the PDF reader and can be accessed through either the *Save As* button or through the File menu on the PDF reader.



***TIP** - Using a standard naming convention may prove helpful in quickly differentiating between different WT-2 reports. One scheme might be to use the judge's name, prosecutor's name, and the date of the original application. For example, 'WT2\_HarperSmith011214\_Pt1' could describe a WT-2 Part 1 report related to an application put before Judge Harper by Prosecutor Smith on Jan 12th, 2014.*

### **2.12.3 Submitting WT-2 Part 1 Judge's Report Forms to the AOUSC**

The final step in completing a WT-2 Part 1 report is to email the report to the AOUSC as a PDF file. The reports should be emailed to [SD-WIRETAP@AO.USCOURTS.GOV](mailto:SD-WIRETAP@AO.USCOURTS.GOV). The AOUSC **DOES NOT ACCEPT** WT-2 forms received by fax or regular mail except under rare circumstances when a court cannot submit electronically.

Each WT-2 Part 1 report should be a uniquely named PDF file. Multiple PDF files can be sent to the AOUSC in a single email with multiple attachments. Multiple WT-2 reports should **not** be combined into a single PDF file. Email each individual PDF WT-2 Part 1 reports to: [SD-WIRETAP@AO.USCOURTS.GOV](mailto:SD-WIRETAP@AO.USCOURTS.GOV).

A PDF copy of each completed and signed WT-2 Part 1 report should also be sent to the official who made the original wiretap application to assist them in completing Part 2 of the WT-2.



### 3 WT-2 – Part 2 (Prosecutor’s Report)

Part 2 (the Prosecutor’s Report) focuses on the details, associated costs, and results of the interceptions authorized by the Judge’s order. The third and fourth pages of the WT-2 form constitute Part 2 (Prosecutor’s Report). The heading of each page will identify if the page is related to Part 2.

<b>Administrative Office of the United States Courts</b>			
<b>Part 2 (Prosecutor's Report - Federal)</b>			
<b>Report of Application and/or Order Authorizing Interception of Communications</b>			
<i>(To be reported by March 31 for denied applications and for approved applications for orders that expired during the preceding year, pursuant to 18 U.S.C 2519(2).)</i>			

The Part 2 of the WT-2 form is divided into multiple sections. Below are guidance and tips on completing the each of these sections in the Prosecutor’s Report.

#### 3.1 Judge Authorizing or Denying the Application

Read-Only Copied from Section 1 on Page 1	<b>Judge Authorizing or Denying the Application</b>			
	Judge's First Name:	Middle Initial:	Last Name:	Suffix:
	State:	Court Jurisdiction:	Court Reference No.:	

Information on the judge and court that approved or denied the wiretap application is copied over from Section 1 on page 1. The information is presented on page 3 simply to assist you in filling out the Part 2 of the WT-2.

#### 3.2 Prosecution Official Who Submitted the Application

Prosecutor Name	<b>Prosecution Official Who Submitted the Application</b>			
Prosecutor's First Name:	Middle Initial:	Last Name:	Suffix:	Telephone No.:
Prosecutor Reference No.:	Agency Reference No.:	Application Date (Original Request):		
<i>NOTE: Items listed above should match information entered in Part 1 of Form WT-2.</i>				
	Agency Reference Number			

Similar to the previous section, information on the prosecutor who submitted the application, original application date, and associated reference numbers are copied from various sections on Part 1 of the form.

If needed, you can change the Agency Reference No. in this section in cases where the law enforcement agency number was unknown or has changed since the Part 1 of the form was completed.

### 3.3 Section 9: Installation Information

Section 9 provides a series of checkboxes to identify whether or not the authorized intercept was installed and used.

Was authorized Intercept installed and used?	<b>9. Installation</b>		
	<input type="checkbox"/> Never Installed	<input type="checkbox"/> Installed but Not Used	<input type="checkbox"/> Installed and Used

**Never Installed:** Select this option in situations where a wiretap was never installed, even though a wiretap order was issued. If this option is selected, Sections 10, 11 and 12 are not required and you can go immediately to Section 13 on the form.

**Installed but Not Used:** Select this option in situations where an authorized wiretap was installed, but not used during the course of the investigation. If this option is selected, Sections 10 is not required and you can go immediately to Section 11 on the form.

**Installed and Used:** This option covers the most common situation, in which an authorized wiretap was installed and used in the course of an investigation.

### 3.4 Section 10: Description of Intercepts

10. Description of Intercepts				
10A. Termination Date of Interception	10B. No. of Days in Actual Use	10C. No. of Communications Intercepted	10D. No. of Persons Whose Comm. Were Intercepted	10E. No. of Incriminating Comm. Intercepted
<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="checkbox"/> Unknown	<input type="text"/> <input type="checkbox"/> Unknown	<input type="text"/> <input type="checkbox"/> Unknown
10F. Was Encryption Encountered in this Wiretap?		10G. If Yes, Did Encryption Prevent Law Enforcement from Obtaining the Plain Text of Communications Intercepted?		
<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No		

**TIP -** Section 10 is only available if the Installed and Used option in Section 9 is selected. Otherwise you will not be able to enter any information in Section 10.

**10A. Termination Date of Interception:** The date the installed wiretap ceased operations. If this WT-2 report includes multiple interception periods for the target facility/location as the result of extension(s)/renewal(s), please report the termination date of the most recent interception period. This date should be entered in MM/DD/YYYY format.

Logically, the termination date should **NOT** be more than the *Total Days Authorized* reported in Section 6 in Part 1. If the termination date is greater than the reported *Total Days Authorized*, please verify the termination date is correct or add any approved extensions not listed in Section 6.

**10B. No. of Days in Actual Use:** The total number of days that the target actually used the device(s) covered by the order. Logically, the days in use should not be greater than the *Total Days Authorized* reported in Section 6 in Part 1.

**10C. No. of Communications Intercepted:** The total number of communications intercepted while the wiretap was in use. Count each communication and uninterrupted conversation separately.

**10D. No. of Persons Whose Communications Were Intercepted:** The approximate number of unique individuals involved in intercepted communications. This includes all parties involved in communication; an individual who was involved in multiple captured communications should only be counted as one unique person.

**10E. No. of Incriminating Communications Intercepted:** The number of intercepted communications that could be used as evidence in the investigation.

**10F. Was Encryption Encountered:** This question indicates whether encryption was encountered in the overall investigation. Since encrypted communications pose a barrier to interception, such a wiretap would not be implemented or subsequently reported. Accordingly, please select "Yes" if encryption affected the progress of the investigation.

**10G. Did Encryption Prevent Law Enforcement from Obtaining the Plain Text:** You are required to answer this 'Yes' or 'No' question if the answer in 10F identified that encryption was encountered.

### 3.5 Section 11: Costs of Wiretaps

**TIP** - Section 11 is not available if the Never Installed option in Section 9 is selected.

11. Cost (Rounded to Nearest Dollar)				
Check the option that applies:				
<input type="checkbox"/> Costs for this wiretap are reported below.				
<input type="checkbox"/> Costs for this wiretap are included on another wiretap form with the following reference number.				
Reference Number Type:		Reference Number:		
<input type="checkbox"/> Costs for this wiretap are unknown at this time.				
11A. Nature and Quantity of Personnel Used to Install, Monitor, and Prepare Transcripts				
11B. Personnel Cost	+	11C. Resource Cost (installation fees, supplies, equipment, etc.)	=	11D. Total Cost = Personnel Cost + Resource Cost
\$		\$		\$

Identify if cost information is being reported on this form

11A through D required only if *Cost for this wiretap are reported below* is selected

First identify whether cost information about the wiretap is being reported on this form. You may choose from one of three choices:

- Costs for this wiretap are reported below;
- Costs for this wiretap are included on another wiretap form;
- Costs for this wiretap are unknown at this time.

**TIP** - If you can only provide combined costs for two or more related wiretaps, please do not report the same cost data on both WT-2 Part 2 reports. The combined costs should be reported on the first WT-2 report for wiretap A, and all related WT-2 reports should reference the WT-2 for wiretap A using the 'Costs for this wiretap are included on another wiretap form' check box in Section 11.

**Costs for this wiretap are reported below:** When selected, you will be required to enter cost information in fields 11A through 11C.

11. Cost (Rounded to Nearest Dollar)				
Check the option that applies:				
<input checked="" type="checkbox"/> Costs for this wiretap are reported below.				
<input type="checkbox"/> Costs for this wiretap are included on another wiretap form with the following reference number.				
Reference Number Type:		Reference Number:		
<input type="checkbox"/> Costs for this wiretap are unknown at this time.				
11A. Nature and Quantity of Personnel Used to Install, Monitor, and Prepare Transcripts				
11B. Personnel Cost	+	11C. Resource Cost (installation fees, supplies, equipment, etc.)	=	11D. Total Cost = Personnel Cost + Resource Cost
\$ <input type="text"/>		\$ <input type="text"/>		\$ <input type="text"/>

**11A. Nature and Quantity of Personal Used:** Provide a brief description (100 characters maximum) of the number and type of officers or other personnel used in installing and monitoring the wiretap equipment. This includes time spent preparing transcripts.

**11B. Personnel Costs:** Provide the approximate salary costs for the time spent by the personnel described under 11A above. Costs should be rounded to the nearest dollar.

**11C. Resource Costs:** Provide the approximate combined cost of: any supplies (including discs or tapes); equipment costs (including amortization of equipment, rental fees, or leasing fees); and fees related to installations done on a contractual basis.

**11D. Total Costs:** The form will automatically sum the Personnel Costs and Resource Costs provided in 11B and 11C. Total Costs will be rounded to the nearest dollar.

**Costs for this wiretap are included on another wiretap form:** Select this option in situations where you only have consolidated costs for multiple, individually reported wiretaps. Rather than report the same cost data on each WT-2 report, you should report the consolidated costs on one WT-2 report and simply reference that report on all other associated WT-2 reports.

11. Cost (Rounded to Nearest Dollar)				
Check the option that applies:				
<input type="checkbox"/> Costs for this wiretap are reported below.				
<input checked="" type="checkbox"/> Costs for this wiretap are included on another wiretap form with the following reference number.				
Reference Number Type: Select:		Reference Number:		
<input type="checkbox"/> Costs for this wiretap are unknown at this time.		Select: Agency Court Prosecutor		
11A. Nature and Quantity of Personnel, Resources, and Prepare Transcripts				
11B. Personnel Cost	+	11C. Resource Cost (installation fees, supplies, equipment, etc.)	=	11D. Total Cost = Personnel Cost + Resource Cost
\$		\$		\$

**Costs for this wiretap are unknown at this time:** Select this option in situations where you do not know the costs associated with the wiretap. If selected, proceed to Section 12 on the Part 2 form.

12. Results				
Check the option that applies:				
<input type="checkbox"/> Results for this wiretap are reported below.				
<input type="checkbox"/> Results for this wiretap are included on another wiretap form with the following reference number.				
Reference Number Type:		Reference Number:		
<input checked="" type="checkbox"/> Results for this wiretap are not known at this time. <i>(Future results should be reported on the WT-3 Supplementary Report)</i>				
12A1. No. of Persons Arrested	12A2. Arrest Offense (Most Serious):		12B. No. of Motions to Suppress	
			Granted	Denied
				Pending
12C. No. of Persons Convicted	12D. No. of Trials Completed	12E. Conviction Offense (Most Serious):	12F. Title/Section of Conviction Offense:	

### 3.6 Section 12: Results of Wiretap & Investigation

*TIP - Section 12 is not available if the Never Installed option in Section 9 is selected.*

12. Results				
Check the option that applies:				
<input type="checkbox"/> Results for this wiretap are reported below.				
<input type="checkbox"/> Results for this wiretap are included on another wiretap form with the following reference number.				
Reference Number Type:		Reference Number:		
<input type="checkbox"/> Results for this wiretap are not known at this time. <i>(Future results should be reported on the WT-3 Supplementary Report)</i>				
12A1. No. of Persons Arrested	12A2. Arrest Offense (Most Serious):		12B. No. of Motions to Suppress	
			Granted	Denied
				Pending
12C. No. of Persons Convicted	12D. No. of Trials Completed	12E. Conviction Offense (Most Serious):	12F. Title/Section of Conviction Offense:	

Identify if information on results of the investigation are being reported on this WT-2 report

12A1 through E required only if Results for this wiretap are reported below is selected

Identify whether information on the results of the investigation related to the wiretap is being reported on this WT-2 Part 2 report. You may choose from one of three choices:

- Results for this wiretap are reported below;
- Results for this wiretap are included on another wiretap form;
- Results for this wiretap are unknown at this time.

**TIP -** *If results of an investigation stem from two or more related wiretaps, please do not report the same results on both WT-2 Part 2 reports. The related results should be reported on the first WT-2 report for wiretap A, and all related WT-2 reports should reference the WT-2 for wiretap A using the ‘Results for this wiretap are included on another wiretap form’ check box in the results section.*

**Results for this wiretap are reported below:** When selected, you will be required to enter cost information in fields 12A through 12E.

12. Results				
Check the option that applies:				
<input checked="" type="checkbox"/> Results for this wiretap are reported below.				
<input type="checkbox"/> Results for this wiretap are included on another wiretap form with the following reference number.				
Reference Number Type:		Reference Number:		
<input type="checkbox"/> Results for this wiretap are not known at this time. <i>(Future results should be reported on the WT-3 Supplementary Report)</i>				
12A1. No. of Persons Arrested	12A2. Arrest Offense (Most Serious):		12B. No. of Motions to Suppress	
			Granted	Denied
				Pending
12C. No. of Persons Convicted	12D. No. of Trials Completed	12E. Conviction Offense (Most Serious):	12F. Title/Section of Conviction Offense:	

**12A1. No. of Persons Arrested:** Provide the total number of persons arrested, excluding any fugitives.

**12A2. Arrest Offense (Most Serious):** If at least one person was arrested (as indicated in 12A1), then select the nature of the most serious arrest offense from the predefined drop down menu.

**TIP -** *When arrest includes two or more types of offenses, then the offense with the maximum statutory sentence is to be classified as the most serious. If two specified offenses have the same maximum statutory sentence, then a crime against a person takes priority over a crime against property.*

**12B. No. of Motions to Suppress:** Provide the number and status of motions to suppress evidence gained through the wiretap or interception. The total number of motions should equal the sum of Granted, Denied, and Pending motions.

**12C. No. of Persons Convicted:** Provide the total number of persons convicted as a result of the wiretap or interception. Please count each unique convicted defendant once.

**12D. No. of Trials Completed:** Provide the total number of trials resulting from the wiretap that have been completed.

**12E. Conviction Offense (Most Serious):** If at least one person was convicted (as indicated in 12C), then select the nature of the most serious convicted offense from the predefined drop down menu.



**12F. Title/Section of Convicted Offense:** When *12E. Conviction Offense (Most Serious)* is ‘Conspiracy’, ‘Possession’, or ‘Other’; you will be required to enter the specific title and section of the most serious convicted offense. Otherwise, this field will be locked and will not allow title/section information to be entered.

**Results for this wiretap are included on another wiretap form:** Select this option in situations where arrests or other results stem from multiple wiretaps that are reported on different WT-2 Part 2 reports. Rather than report the same results on each WT-2 report, you should report the results on one WT-2 report and simply reference that report on all other associated WT-2 reports.

12. Results			
Check the option that applies:			
<input type="checkbox"/> Results for this wiretap are reported below.			
<input checked="" type="checkbox"/> Results for this wiretap are included on another wiretap form with the following reference number.			
Reference Number Type: Select:		Reference Number:	
<input type="checkbox"/> Results for this wiretap are not known at this time. (Future results should be reported on the WT-3 Supplementary Report)			
12A1. No. of Persons Arrested	12A2. Arrest Offense (Most Serious):	12B. No. of Motions to Suppress	
		Granted	Denied   Pending
12C. No. of Persons Convicted	12D. No. of Trials Completed	12E. Conviction Offense (Most Serious):	12F. Title/Section of Conviction Offense:

**Results for this wiretap are unknown at this time:** Select this option in situations where you do not know the results stemming from the wiretap. If selected, proceed to Section 13.

12. Results			
Check the option that applies:			
<input type="checkbox"/> Results for this wiretap are reported below.			
<input type="checkbox"/> Results for this wiretap are included on another wiretap form with the following reference number.			
Reference Number Type:		Reference Number:	
<input checked="" type="checkbox"/> Results for this wiretap are not known at this time. (Future results should be reported on the WT-3 Supplementary Report)			
12A1. No. of Persons Arrested	12A2. Arrest Offense (Most Serious):	12B. No. of Motions to Suppress	
		Granted	Denied   Pending
12C. No. of Persons Convicted	12D. No. of Trials Completed	12E. Conviction Offense (Most Serious):	12F. Title/Section of Conviction Offense:

### 3.7 Section 13: Comments and Assessment

13. Comments and Assessment
Describe importance of the interceptions, drugs and money seizure amounts, impact on community, etc. <b>DO NOT</b> include target's name, address, phone numbers, name of gangs, or other sensitive information.

Provide a brief comment (256 characters maximum) assessing the importance of the wiretap or interception, including drug or monetary seizures, or other significant impacts on the community.

*Do NOT include any names, gang names, telephone numbers, addresses, or any other potentially identifying or sensitive information. The AOUSC is not authorized to collect this information.*

### 3.8 Section 13A: Report Prepared By

		13A. Report Prepared By			
Responsible Prosecutor's Name	Prosecutor Responsible for Part 2	Prosecutor's First Name:	Middle Initial:	Last Name:	Suffix: <input type="text"/>
Copy Name Check Box		<input type="checkbox"/> Check if Prosecutor and Report Preparer are the same person.			
Title & Contact Information	Report Preparer	Report Preparer's First Name:	Middle Initial:	Last Name:	Suffix: <input type="text"/>
		Title:	Telephone No.:	Extension:	Date:

**Prosecutor Responsible for Part 2:** Provide the name of the Prosecutor assigned responsibility for preparing and submitting WT-2 Part 2 (Prosecutor's Report) the form.

**Report Preparer:** Please enter your name, title, and telephone number as the person who actually prepared Part 2 of the WT-2 PDF form on behalf of the responsible prosecutor.

Please also include the date Part 2 of the WT-2 was completed.

**Check if Prosecutor and Report Preparer are the same person:** In situations where the responsible prosecutor is preparing the WT-2 form, simply select the 'Check if Prosecutor and Report Preparer are the same person' check box and the responsible prosecutor's name will be automatically copied into the Report Preparer sections of the Part 2.



### 3.9 WT-2 – Part 2: Validating, Saving and Submitting the Prosecutor’s Report

The following information is specifically for prosecutors. Judges and court staff submitting Part 1 only should refer to the directions in 2.12 WT-2 - Part 1: Validating, Saving, and Submitting the Judge’s Report, found on page 13.

Prosecutors are responsible for submitting both Part 1 and Part 2 of the WT-2 form for a wiretap application. The final steps in completing a WT-2 report are to:

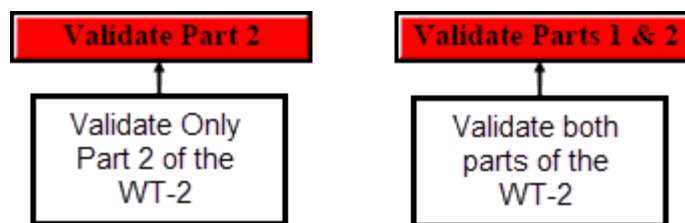
- Validate the Part 2 Prosecutor’s Report and Part 1 Judge’s Report;
- Save a copy of the PDF with a unique name;
- Send or submit the completed WT-2 report to the AOUSC.

The PDF form provides utility buttons at the bottom of the second page to assist with these tasks.

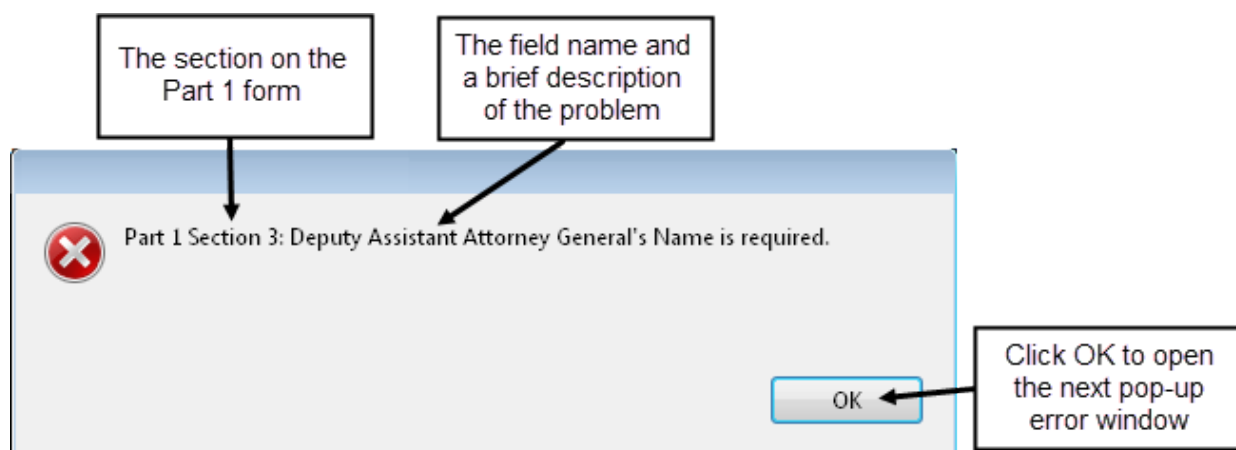


#### 3.9.1 Validating the WT-2 Report Form

The *Validate Part 2* and *Validate Parts 1 & 2* buttons allow you to double check that all required fields have been entered on the Prosecutor’s Report or the entire WT-2 form.



Clicking the validation buttons cycle through each required field on the respective parts of the WT-2 report. *Validate Part 2* checks fields only on Part 2 (page 3 and 4) and *Validate Parts 1 & 2* checks fields on the entire WT-2 form Part 1 and Part 2. Any identified validation errors will be presented one at a time as a series of pop-up error messages that indicate the section and field where the error was found and a provide a brief description of the problem.



*TIP - Since there may be multiple error pop-up messages, it is a good practice to write down the both the section and field name prior to clicking the OK button and opening the next error message.*

### 3.9.2 Saving Fully & Partially Completed WT-2 Part 2 Prosecutor's Report Forms

When filling out multiple WT-2 Part 2 Prosecutor's Reports, it is crucial to save each report under a unique file name. Otherwise, there is a risk of overwriting a completed form or overwriting a completed Part 1 form sent to you from a court.

The 'Save As' utility is part of the PDF reader and can be accessed through either the *Save As* button or through the File menu on the PDF reader.

*TIP - Using a standard naming convention may prove helpful in quickly differentiating between different WT-2 reports. One scheme might be to use the judge's name, prosecutor's name, and the date of the original application. For example, 'WT2\_HarperSmith011214\_Pt2' could describe a WT-2 Part 2 report related to an application put before Judge Harper by Prosecutor Smith on Jan 12th, 2014.*

### 3.9.3 Submitting WT-2 Report Forms to the AOUSC

The final step for a prosecutor completing a WT-2 Part 2 report is to email the full WT-2 report to the AOUSC as a PDF file. After April 1<sup>st</sup>, 2015 the AOUSC will not accept WT-2 forms received by fax or regular mail except under rare circumstances when a court cannot submit electronically.

Each WT-2 report should be a uniquely named PDF file. Multiple PDF files can be sent to the AOUSC in a single email with multiple attachments. Multiple WT-2 reports should **NOT** be combined into a single PDF file. Please email all PDF WT-2 reports to: [SD-WIRETAP@AO.USCOURTS.GOV](mailto:SD-WIRETAP@AO.USCOURTS.GOV).

## 4 JDAO Wiretap Notification Report

### 4.1 Wiretap Notification Report Frequency and Purpose

After WT2 Wiretap reports are transmitted to the AO, the data are screened for data quality issues before they are accepted into the Judiciary Data and Analysis Office (JDAO) database. The purpose of the notification report is to inform submitters of any quality issues with the Wiretap data submitted to JDAO.

An e-mail message with the notification report is sent after JDAO has received and processed one or more WT2 Wiretap reports. The e-mail message is addressed to the individual who submitted the WT2 report to JDAO. The e-mail message includes two separate files: the main notification report (a PDF file) and the transaction register (an MS-Excel spreadsheet). The notification report summarizes the outcome of the record processing, noting the number of records that passed and that failed JDAO’s data quality checks, and provides detailed record-level information about any potential data quality issues identified. The transaction register is a list of all records that were successfully added to JDAO’s database.

### 4.2 Wiretap Notification Report

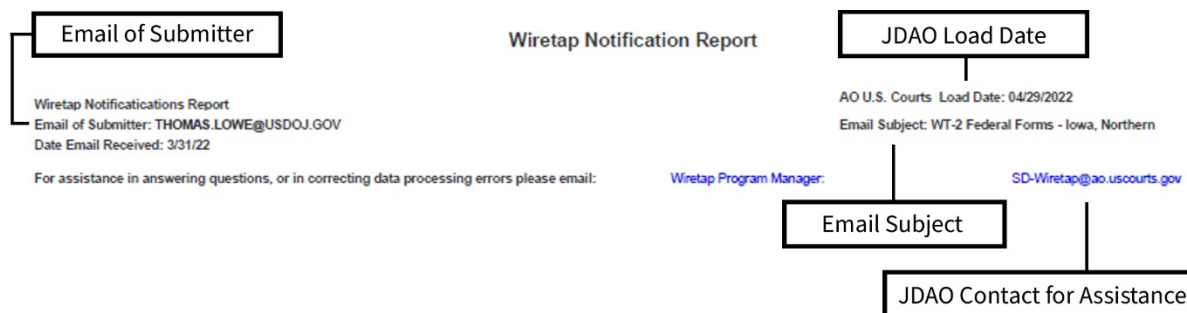
#### General

A separate Wiretap Notification Report is created for each individual WT2 report sent to JDAO so multiple WT2 reports accompanying one email message sent to JDAO will receive individual notification reports within separate emails.

#### 4.2.1 Notification Report Page Header

The first page of each notification report has a header and a summary report.

The header includes information on the individual who submitted the WT2 report to JDAO, the subject of the email, the date email was received, the date JDAO loaded the record into NewStats and JDAO contacts available to offer assistance. A sample header appears below.



Sample Header from Notification Report

- (1) **Email of Submitter:** The email of the individual who submitted the WT2 form/s to JDAO.
- (2) **Email Subject:** The subject of the email used to submit the WT2 form/s to JDAO.
- (3) **JDAO load date:** The date on which the WT2 form were processed and loaded into NewSTATS.
- (4) **JDAO Contact for Assistance:** Clicking on “Wiretap Program Manager” will take you to the list on JNet that contains the names and contact information for the JDAO program

managers. Clicking on “SD-Wiretap@ao.uscourts.gov” will direct you to an email message to submit the WT2 form to JDAO.

### 4.2.2 Notification Report Layout

The Notification Report contains three sections that are listed in the table below and followed with examples.

Section Name	Section Description
Summary Report	A summary of records received by jurisdiction, agency, and processing status
Error and Warning Summary	A description of errors and warnings
Error and Warning Details	A list of most data fields for each record for which an error or warning was generated and a description of the error or warning

### 4.2.3 Summary Report

The summary report shows the results of a transmission file processed by NewSTATS. This table appears on the first page of each notification report. Descriptions of the information contained in the summary report follow the screenshot below.

State	Jurisdiction	Agency	Processed	Error	Duplicate	Total	Warning
US	IOWA NORTHERN	DOJ - FBI	1	0	0	1	1
Total:			1	0	0	1	1

Records that have "Errors" or are "Duplicates" have not been processed and added to the Administrative Office of the US Courts database. Records that are "Processed" were loaded into the AO's statistical database because it passed all data quality checks necessary for loading.

#### Summary Report

- 1) **State:** This column indicates the state where the application of the wiretap was submitted. Note: For Federal wiretaps the state will be the United States (U.S).
- 2) **Jurisdiction:** This column indicates the court jurisdiction where the application for the wiretap order was submitted.
- 3) **Agency:** The name of the law enforcement agency conducting the wiretap.
- 4) **Processed:** This column indicates the number of records that passed JDAO’s data quality checks and were loaded into the NewSTATS database.
- 5) **Error:** This column indicates the number of records that were NOT loaded into NewSTATS because they failed JDAO’s data quality checks. An error is generated when a problem is significant enough to prevent NewSTATS from processing a record accurately. **The submitter must correct the error and send a corrected record to JDAO for the WT2 form to be processed.**
- 6) **Duplicates:** This column indicates the number of records that were duplicates of records that already exist in NewSTATS.
- 4) **Total:** This column indicates the number of processed records.
- 5) **Warning:** This column indicates the number of records received for which a warning was generated, but JDAO lacks sufficient information to determine whether or not any data quality

issues exist. A warning is generated whenever a record was sufficiently complete to allow NewSTATS to process the record, but some data quality problems may be present. Such warnings are generally issued when data appear to be incomplete or inconsistent with other data. These warnings *do not* prevent records from being loaded into NewSTATS unless the record also contain an error. For each warning, the submitter should review the record to determine whether or not a data issue exists.

If the submitter finds a data quality issue, correct the data and send a corrected WT2 form to JDAO. If no data quality issue was found and the form does not contain any errors, the submitter does not need to take further action. Note that the number in the Warning column are not added to the numbers in the other columns to reach the sum in the Total column, because a form that for which a warning was issued already is counted in either the Error column (if it has any errors) or in the Processed column (if only a warning was issued for the record).

#### 4.2.4 Error and Warning Summary

The error and warning summary shows the number of times that an error or warning of a particular type was issued for a WT2 form that was processed. This information can be helpful in identifying issues related to training, process, configuration, or software that affect data quality. For example, if the error and warning summary includes a warning message of “The Wiretap Installation is Missing,” and a *scanned* WT2 form was submitted instead of a *fillable PDF version* of the WT2 form, the submitter should resubmit the WT2 form by downloading and correctly using the fillable PDF version provided on [uscourts.gov](https://uscourts.gov).

Note that because more than one error or warning may be issued for a single WT2 form, the total number of errors and warnings for a processed form may exceed the total number of forms with errors noted in the summary report. Descriptions of the information contained in the error and warning summary follow the screenshot below.

Severity	Error Cd	Error Desc	
Warning	01090	The wiretap Installation is Missing	1
Total:			1

#### Summary Report

- 1) **Severity:** This column indicates whether an error or warning occurred.
- 2) **Error Code:** This column provides the numeric code in NewSTATS that corresponds to each error or warning (specific information on these codes appears at the bottom of this guide).
- 3) **Error Desc:** This column provides the reason for each error or warning.

### 4.2.5 Error and Warning Details

The error and warning details document provides information about specific errors and warnings generated during the processing of the WT2 form. This section is sorted by file name. Further descriptions follow the screenshot below.

Transmitted Wiretap Warning & Error Details

File Name: SOUTHWEST EXPRESS WT2 (TT61 - 21WT9).PDF									
Form ID	21-04119	Fed/State:	FEDERAL	Juris	IOWA NORTHERN	Judge Name	WILLIAMS	Report Year	2022
Court Juris	IOWA NORTHERN	Prosecutor Juris	IOWA NORTHERN	Agency	DOJ - FBI	Installation		Total Cost	
Court Ref ##	21-WT-9	Prosecutor Name	EDWARDS	Agency Contact	NICHOLAS	Term Date		## Arrested	
Official Name	EDWARDS	Prosecutor Ref ##	TARGET TELEPHONE 61	Agency Ref ##	245C-OM-3317093	Days in Use		Arrest Offense	CONSPIRACY
Official Juris/Agency	NORTHERN DISTRICT OF IOWA	DAAG Name	OTHER	Granted?	T	Original Days	30	## Convictions	
Type of Intercept	Cellular			Type Of Order	ORDINARY	Total Days Authorized	30	Conviction Offense	
Loc of Intercept	Portable Device					Denied/Granted Date	12/21/2021	## of Extensions	0
Warning	D1090	The wiretap Installation is Missing							

#### Error and Warning Details

For each record that generates one or more errors and/or warnings, the record is displayed as sent by the submitter, along with information on the specific error(s) and/or warning(s) generated by the record. Note that most, but not all, data fields from the record are displayed. If a record generates more than one error or warning, the record will be listed once, followed by all the errors and/or warnings applicable to that record.

## 5 Wiretap Transaction Register

### 5.1 General

A single Wiretap reporting transaction register is created for each day that JDAO processes a WT2 form. That is, a single MS-Excel file containing all successfully processed forms that were processed on the same day will be included in the email message containing the court’s notification report. Further descriptions follow the screenshot below.

Report of Processed Court-Authorized Intercepts of Wire, Oral, or Electronic Communications Pursuant to 18 U.S.C. 2519  
For the Reporting Year 2021

Jurisdiction	A.O. Number	Judge	Prosecutor	Attorney General or Designee	Most Serious Offense Specified	Type	Location	Type Of Order	Application Date	Original Order (Days)	Total Number Of Extensions	Total Number Of Days Authorized	Number Of Days In Operation	Installation	Average Intercepts Per Day	Number of Persons Intercepted	Number Of Intercepts
4TH JUDICIAL DISTRICT (EL PASO)	2020-21-04082	BAIN	MAY		- MURDER	WC, TX	D	O	02/10/2020	30	0	30	22	Installed	16.09090909	35	354

*Transaction Register*

- 1) **Header:** The transaction register’s header indicates the type of report made and the current reporting year.
- 2) **Jurisdiction:** This column indicates the court jurisdiction where the Order for the wiretap order was submitted.
- 3) **AO Number:** Unique identifier that represents a processed WT2 form. Note: This number must be entered into a WT3 Form when submitting supplemental information.
- 4) **Type:** Intercept Type.
- 5) **Oral Intercept Location:** Intercept location for an Oral Intercept.
- 6) **Order Date:** This is the date of the original application.

## 6 Errors and Warnings Generated by JDAO Processing

Below is a list of all possible errors and warnings that JDAO may issue while processing the Wiretap WT2 forms. This list defines the errors and warnings and notes what action must be taken, if any, to correct errors. The list is sorted by code number.

Code	Subject	Information
00002	<b>Description</b>	Federal form was selected but corresponding email is not a valid Federal email.
	<b>Severity</b>	Error – The record was NOT loaded into the JDAO database.
	<b>More Info</b>	JDAO received a Federal WT2 form, but the corresponding email is not a valid Federal email.
	<b>What to Do</b>	Please access, download, and complete the correct State WT2 form. After completion, resubmit the correct form to the Wiretap email at <a href="mailto:SD-Wiretap@ao.uscourts.gov">SD-Wiretap@ao.uscourts.gov</a> . You can access the correct State WT2 Form here: <a href="https://www.uscourts.gov/forms/other-forms/report-Order-and-or-order-authorizing-interception-communications-state-county-local">https://www.uscourts.gov/forms/other-forms/report-Order-and-or-order-authorizing-interception-communications-state-county-local</a>
00004	<b>Description</b>	State wiretap form was received with only Part 1 completed. Please ensure both Part 1 and Part 2 are completed and submitted.
	<b>Severity</b>	Warning – The record WAS loaded into the JDAO database.
	<b>More Info</b>	A State wiretap form was received with only Part 1 completed. If the judge or someone on behalf of the judge completed Part 1, please ensure Part 2 of the form is also completed by the corresponding prosecutor and submitted by March 30.
	<b>What to Do</b>	Make certain Part 2 of the wiretap form is completed along with Part 1 and submitted by March 30.
01010	<b>Description</b>	Judge Name is Missing
	<b>Severity</b>	Error – The record was NOT loaded into the JDAO database.
	<b>More Info</b>	JDAO received a record that does not contain the Judge name.
	<b>What to Do</b>	Make certain that the Judge Name is provided. Input the Judge Name and resubmit the record.
01011	<b>Description</b>	Judge Jurisdiction is missing.
	<b>Severity</b>	Error – The record was NOT loaded into the JDAO database.
	<b>More Info</b>	JDAO received a record that does not contain the Judge Jurisdiction.
	<b>What to Do</b>	Make certain that the Judge Jurisdiction is provided. Input the Judge Jurisdiction and resubmit the record.
01030	<b>Description</b>	DAAG Name is missing.
	<b>Severity</b>	Warning – The record WAS loaded into the JDAO database.
	<b>More Info</b>	JDAO received a record that does not contain the DAAG Name.
	<b>What to Do</b>	Make certain that the DAAG Name is provided.



<b>Code</b>	<b>Subject</b>	<b>Information</b>
<b>01033</b>	<b>Description</b>	Prosecutor Name is Missing
	<b>Severity</b>	Error – The record was NOT loaded into the JDAO database.
	<b>More Info</b>	JDAO received a record that does not contain the Prosecutor name.
	<b>What to Do</b>	Make certain that the Prosecutor Name is provided. Input the Prosecutor Name and resubmit the record.
<b>01036</b>	<b>Description</b>	Agency Name is missing.
	<b>Severity</b>	Warning – The record WAS loaded into the JDAO database.
	<b>More Info</b>	JDAO received a record that does not contain the Agency Name.
	<b>What to Do</b>	Make certain that the Agency Name is provided.
<b>01040</b>	<b>Description</b>	Most Serious Offense is invalid or missing.
	<b>Severity</b>	Error – The record was NOT loaded into the JDAO database.
	<b>More Info</b>	The Most Serious Offense field was populated with a value that is not in the AO's list of valid offenses. Please refer to the valid offense list provided in the <a href="#">Appendix</a> .
	<b>What to Do</b>	Make certain that the offense field is populated with the correct offense and resubmit the record.
<b>01045</b>	<b>Description</b>	The Title/Section of Conviction Offense is required when the Most Serious Conviction Offense is Conspiracy, Possession or Other.
	<b>Severity</b>	Warning – The record WAS loaded into the JDAO database.
	<b>More Info</b>	If the most serious conviction offense is Conspiracy, Possession or Other, the title and section (i.e., 21 USC 843) of the specific offense must be provided.
	<b>What to Do</b>	Make certain the corresponding title and section is provided.
<b>01060</b>	<b>Description</b>	The Original Number of Days is missing.
	<b>Severity</b>	Error – The record was NOT loaded into the JDAO database.
	<b>More Info</b>	JDAO received a record that does not contain the Original Number of Days.
	<b>What to Do</b>	Make certain that the Original Number of Days is provided. Input the number and resubmit the record.
<b>01063</b>	<b>Description</b>	The wiretap needs to have either of Denied or Granted (Section 6) chosen.
	<b>Severity</b>	Error – The record was NOT loaded into the JDAO database.
	<b>More Info</b>	JDAO received a record that does not have the Denied or Granted field selected.
	<b>What to Do</b>	Make certain that either the Denied or Granted field is selected and resubmit the form.

<b>Code</b>	<b>Subject</b>	<b>Information</b>
<b>01065</b>	<b>Description</b>	The Order Denied/Granted date is missing.
	<b>Severity</b>	Error – The record was NOT loaded into the JDAO database.
	<b>More Info</b>	JDAO received a record that does not contain the Order Denied/Granted date.
	<b>What to Do</b>	Make certain that the Order Denied/Granted date is provided. Input the date and resubmit the record.
<b>01067</b>	<b>Description</b>	The Total # of Extensions is missing.
	<b>Severity</b>	Error – The record was NOT loaded into the JDAO database.
	<b>More Info</b>	JDAO received a record that does not contain the Total # of extensions.
	<b>What to Do</b>	Make certain that the Total # of Extensions is entered into the fillable WT2 form. <i>Note:</i> The fillable WT2 form automatically sums the Total # of Extensions. You can access the fillable Federal WT-2A or State WT-2B Form here: <a href="https://www.uscourts.gov/services-forms/forms">https://www.uscourts.gov/services-forms/forms</a>
<b>01068</b>	<b>Description</b>	The Total Days Authorized is missing.
	<b>Severity</b>	Error – The record was NOT loaded into the JDAO database.
	<b>More Info</b>	JDAO received a record that does not contain the Total Days Authorized.
	<b>What to Do</b>	Make certain that the Total Days Authorized is entered into the fillable WT2 form. <i>Note:</i> The fillable WT2 form automatically sums the Total Days Authorized from the number of authorized days for the Original Request and subsequent Extensions. You can access the fillable Federal WT-2A or State WT-2B Form here: <a href="https://www.uscourts.gov/services-forms/forms">https://www.uscourts.gov/services-forms/forms</a>
<b>01069</b>	<b>Description</b>	The Total Days Authorized is greater than sum of the number of days authorized in the Original and the Extensions.
	<b>Severity</b>	Error – The record was NOT loaded into the JDAO database.
	<b>More Info</b>	The Total Days Authorized MUST equal the sum of the number of days authorized for the Original Request and subsequent Extensions.
	<b>What to Do</b>	Make certain the Total Days Authorized equals the sum of the number of days authorized for the Original Request and subsequent Extensions. <i>Note:</i> The fillable WT2 form automatically sums the Total Days Authorized from the number of authorized days for the Original Request and subsequent Extensions.
	<b>Description</b>	Intercept Type is missing.

<b>Code</b>	<b>Subject</b>	<b>Information</b>
<b>01070</b>	<b>Severity</b>	Error – The record was NOT loaded into the JDAO database.
	<b>More Info</b>	JDAO received a record that does not contain the Intercept Type.
	<b>What to Do</b>	Make certain that the Intercept Type is provided. A valid list of intercept types is provided in Section 7.
<b>01071</b>	<b>Description</b>	Intercept type of Other was given, but no value was specified in the Other Text field.
	<b>Severity</b>	Error – The record was NOT loaded into the JDAO database.
	<b>More Info</b>	If ‘Other’ is selected, there must be text within the ‘Other’ text field describing the kind of ‘Other’ intercept.
	<b>What to Do</b>	Make certain the kind of ‘Other’ intercept is provided in the ‘Other’ text field.
<b>01080</b>	<b>Description</b>	Oral Intercept Location is missing.
	<b>Severity</b>	Error – The record was NOT loaded into the JDAO database.
	<b>More Info</b>	JDAO received a record that does not contain the Oral Intercept Location.
	<b>What to Do</b>	Make certain that the Oral Intercept Location is provided. A valid list of Oral Intercept locations is provided in Section 8.
<b>01090</b>	<b>Description</b>	The wiretap Installation is Missing
	<b>Severity</b>	Warning – The record WAS loaded into the JDAO database.
	<b>More Info</b>	The wiretap installation type (Section 9) in the WT2 form was not selected
	<b>What to Do</b>	Make certain the correct wiretap installation is selected.
<b>01091</b>	<b>Description</b>	If Installed and Used is checked then the Costs and Results of the Wiretap must be reported.
	<b>Severity</b>	Error – The record was NOT loaded into the JDAO database.
	<b>More Info</b>	If the intercept was installed and used, then the cost and results of the intercept MUST be reported.
	<b>What to Do</b>	Make certain the cost and results of the intercept are reported in the fillable WT2 form.
<b>01092</b>	<b>Description</b>	If "Never Installed" is chosen, then all related Part 2 values should NOT be populated.
	<b>Severity</b>	Error – The record was NOT loaded into the JDAO database.
	<b>More Info</b>	If the intercept was “never installed,” then Part 2 sections ten through thirteen should not be populated.
	<b>What to Do</b>	Make certain that Part 2 sections ten through thirteen are not populated.

<b>Code</b>	<b>Subject</b>	<b>Information</b>
<b>01094</b>	<b>Description</b>	If "Installed and Not Used" is chosen, then Part 2 values should be 0 or not populated.
	<b>Severity</b>	Error – The record was NOT loaded into the JDAO database.
	<b>More Info</b>	If the intercept was “Installed but not Used” then Part 2 values in section ten through thirteen should be 0 or not populated.
	<b>What to Do</b>	Make certain that the values in Part 2, sections ten through thirteen, are either 0 or not populated.
<b>01101</b>	<b>Description</b>	The Term Date of Intercept is missing.
	<b>Severity</b>	Error – The record was NOT loaded into the JDAO database.
	<b>More Info</b>	JDAO received a record that does not contain the Termination Date.
	<b>What to Do</b>	Make certain that the Termination Date is provided.
<b>01102</b>	<b>Description</b>	The Number of Days in Actual Use is missing.
	<b>Severity</b>	Error – The record was NOT loaded into the JDAO database.
	<b>More Info</b>	JDAO received a record that does not contain the Number of Days in Actual Use.
	<b>What to Do</b>	Make certain that the Number of Days in Actual Use is provided.
<b>01103</b>	<b>Description</b>	Since the Number of Communications Intercepted was missing, the default of Unknown was chosen.
	<b>Severity</b>	Warning – The record WAS loaded into the JDAO database.
	<b>More Info</b>	JDAO received a record that does not contain the Number of Communications Intercepted (Section 10).
	<b>What to Do</b>	Make certain the Number of Communications Intercepted is provided.
<b>01104</b>	<b>Description</b>	Since the Number of Persons Intercepted (Section 10) is missing, the default of Unknown was chosen.
	<b>Severity</b>	Warning – The record WAS loaded into the JDAO database.
	<b>More Info</b>	JDAO received a record that does not contain the Number of Persons Intercepted (Section 10).
	<b>What to Do</b>	Make certain the Number of Persons intercepted is provided.
<b>01106</b>	<b>Description</b>	Since the Number of Incriminating Intercepts is missing, the default of Unknown was chosen.
	<b>Severity</b>	Warning – The record WAS loaded into the JDAO database.
	<b>More Info</b>	JDAO received a record that does not contain the Number of Incriminating Intercepts (Section 10).
	<b>What to Do</b>	Make certain the Number of Incriminating Intercepts is provided.

<b>Code</b>	<b>Subject</b>	<b>Information</b>
<b>01108</b>	<b>Description</b>	Encryption encountered was not populated so it was defaulted to No.
	<b>Severity</b>	Warning – The record WAS loaded into the JDAO database.
	<b>More Info</b>	The submitted WT2 form did not specify if the wiretap encountered encryption (10F) so the system defaulted to No.
	<b>What to Do</b>	Make certain the encountered encryption field is populated and correct.
<b>01109</b>	<b>Description</b>	Encryption was encountered but no value was provided for, "Did encryption prevent law enforcement from obtaining plain text of Communications intercepted?" so the system defaulted to No.
	<b>Severity</b>	Warning – The record WAS loaded into the JDAO database.
	<b>More Info</b>	The record reported that encryption was encountered in the overall investigation. However, a response was not provided to determine if the encryption prevented law enforcement from obtaining plain text of Communications intercepted?"
	<b>What to Do</b>	Make certain the correct response to determine if the encryption prevented law enforcement from obtaining plain text of the Communications intercepted is provided.
<b>01110</b>	<b>Description</b>	Wiretap costs are supposed to be reported, but not all required fields (Section 11) are populated.
	<b>Severity</b>	Error – The record was NOT loaded into the JDAO database.
	<b>More Info</b>	JDAO received a record that does not contain all of the required costs fields in Section 11.
	<b>What to Do</b>	Make certain that all of the required costs fields in Section 11 are populated.
<b>01111</b>	<b>Description</b>	Wiretap was reported as granted and installed and used but no costs reported.
	<b>Severity</b>	Error – The record was NOT loaded into the JDAO database.
	<b>More Info</b>	JDAO received a record that was reported as granted and installed and used but no costs (Section 11) were reported.
	<b>What to Do</b>	If the Wiretap was reported as granted and installed, make certain costs (Section 11) are reported.

<b>Code</b>	<b>Subject</b>	<b>Information</b>
<b>01112</b>	<b>Description</b>	Costs were referenced to another Wiretap but the "Reference Number Type" and "Reference Number" were not populated.
	<b>Severity</b>	Error – The record was NOT loaded into the JDAO database.
	<b>More Info</b>	JDAO received a record that referenced the costs to another Wiretap but the required "Reference Number Type" and "Reference Number" are not populated.
	<b>What to Do</b>	Make certain that the "Reference Number Type" and "Reference Number" are populated.
<b>01120</b>	<b>Description</b>	Wiretap results are supposed to be reported, but not all required fields (Section 12) are populated.
	<b>Severity</b>	Error – The record was NOT loaded into the JDAO database.
	<b>More Info</b>	JDAO received a record that does not contain all of the required fields in Section 12.
	<b>What to Do</b>	Make certain that all of the required fields in Section 12 are populated.
<b>01122</b>	<b>Description</b>	Results were referenced to another Wiretap but the "Reference Number Type" or "Reference Number" were not populated.
	<b>Severity</b>	Error – The record was NOT loaded into the JDAO database.
	<b>More Info</b>	JDAO received a record that referenced the results to another Wiretap but the required "Reference Number Type" and "Reference Number" are not populated.
	<b>What to Do</b>	Make certain that the "Reference Number Type" and "Reference Number" are populated.
<b>01126</b>	<b>Description</b>	The Number of Persons Convicted must be less than the Number of Persons Arrested.
	<b>Severity</b>	Error – The record was NOT loaded into the JDAO database.
	<b>More Info</b>	The “number of persons convicted” cannot be greater than “the number of persons arrested.”
	<b>What to Do</b>	Make certain that the “number of persons convicted” and “the number of persons arrested” are correct.
<b>01128</b>	<b>Description</b>	Conviction Offense (12E) is required if Number of Persons Convicted (12C) is greater than zero.
	<b>Severity</b>	Error – The record was NOT loaded into the JDAO database.
	<b>More Info</b>	If the “number of persons convicted” is greater than zero then the “conviction offense” field must be populated.
	<b>What to Do</b>	Make certain that the “conviction offense” field is populated if the “number of persons convicted” is greater than zero.

## **Appendix A: Valid Offense List**

Assault  
Bombing  
Bribery  
Burglary  
Civil Rights  
Coercion  
Conspiracy  
Corruption  
Counterfeiting  
Drugs - Illegal  
Drugs - Prescription  
Embezzlement  
Extortion  
Firearms  
Forgery  
Fraud  
Gambling  
Hostage Taking  
Human/Sex Trafficking  
Immigration  
Interference  
Kidnapping  
Larceny  
Loansharking  
Money Laundering  
Murder  
Narcotics  
Possession  
Racketeering  
Robbery  
Smuggling  
Terrorism  
Theft  
Transport  
Usury  
Other