

Criminal Charging Documents

RULES FOR USE

- Use this procedure when submitting criminal charging documents to the Court.
- Direct any questions about this procedure to the Clerk's office at [918-699-4700](tel:918-699-4700).

INSTRUCTIONS

COMPLAINTS

Delivery After Filing

After the filing of a complaint, an attorney for the government shall deliver a copy to:

- the U.S. Marshals Service, and
- the U.S. Probation Office.

INDICTMENTS

Sealed Indictments

Upon the return of a sealed indictment, the government shall provide the Court with the following:

- for each defendant, an AO-190 report of the number of grand jurors concurring in the indictment;
- one original indictment signed in blue ink by the attorney for the government and the Grand Jury Foreperson;
- one original indictment signed in blue ink by the attorney for the government and designated “/s/Grand Jury Foreperson;”
- six copies of the original indictment designated “/s/Grand Jury Foreperson,” and if the indictment charges more than one defendant, two additional copies of the original indictment designated “/s/Grand Jury Foreperson” shall be provided for each additional defendant;
- for each defendant, either an original arrest warrant and five copies or an original summons and four copies;
- for each defendant, an original cover sheet (AO-257) and three copies with the penalty section initialed in blue ink by the attorney for the government; and

Criminal Charging Documents

- a yellow cover sheet designated “FILE UNDER SEAL” attached to the front of the indictment packet.

Public Indictments

Upon the return of a public indictment, the government shall provide the Court with the following:

- for each defendant, an AO-190 report of the number of grand jurors concurring in the indictment;
- one original indictment signed in blue ink by the attorney for the government and the Grand Jury Foreperson;
- one original indictment signed in blue ink by the attorney for the government and designated “/s/Grand Jury Foreperson;”
- eight copies of the original indictment designated “/s/Grand Jury Foreperson,” and if the indictment charges more than one defendant, two additional copies of the original indictment designated “/s/Grand Jury Foreperson” shall be provided for each additional defendant;
- for each defendant, either an original arrest warrant and five copies or an original summons and four copies; and
- for each defendant, an original cover sheet (AO-257) and three copies with the penalty section initialed in blue ink by the attorney for the government.

INFORMATIONS

Upon the filing of an information, the government shall provide the Court with the following:

- the original information signed in blue ink by the attorney for the government;
- for each defendant, an original cover sheet (AO-257) with the penalty section initialed in blue ink by the attorney for the government; and
- for each defendant, an original arrest warrant or summons.

Delivery After Filing.

After the filing of an information, an attorney for the government shall cause to be delivered a file-stamped copy of the information, cover sheet, and summons or warrant to:

- the U.S. Marshals Service,
- the U.S. Probation Office, and
- the Criminal Duty Magistrate Judge.