

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

**Chambers**

U.S. District Court  
500 Pearl Street, Room 701  
New York, NY 10007  
Phone: (212) 805-0244  
Fax: (212) 805-7906

**Deputy**

Christopher Davis

**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.