

## **Guidance for Completing Supplementary Report (Form WT-3) for Wiretaps Reported in Previous Calendar Years**

Form WT-3 is a supplementary report used by the prosecutors to record information about all applications reported in prior years which resulted in additional costs, arrests, trials, motions or convictions during the current reporting year. A separate Form WT-3 is required for each reporting year for which activity is being submitted. **A supplementary report is not required if there has been no additional activity for any wiretap reported in a previous calendar year.**

**DO NOT REPORT ANY ACTIVITY WHICH HAS BEEN PREVIOUSLY REPORTED ON EITHER THE ORIGINAL FORM WT-2 OR ON A SUPPLEMENTARY FORM WT-3.**

Complete the following information for each interception reported on Form WT-3: Please complete all columns for each intercept order. If no entry is appropriate, leave blank or enter a zero

Column 1. Report Year - Enter the year in which the wiretap originally appeared in the *Report on Applications for Orders Authorizing or Approving the Interception of Wire, Oral, or Electronic Communications* (published Wiretap Report). For example, enter 2011 for a wiretap which first appeared in the 2011 Wiretap Report. If the report year is unknown, refer to the wiretap reports by year on the AO's website at [www.uscourts.gov/Statistics/WiretapReports](http://www.uscourts.gov/Statistics/WiretapReports).

Column 2. A.O. Report Number - Provide the number of the wiretap as shown in the Annual Wiretap Report for the year indicated in Column 1. If the A.O. report number is unknown, you can find this information by accessing the wiretap reports by year on the AO's website at [www.uscourts.gov/Statistics/WiretapReports](http://www.uscourts.gov/Statistics/WiretapReports).

AO numbers are unique within each year. Check the publication according to the year the wiretap was originally reported. Then look under the appropriate jurisdiction. Find the AO number based on the application date. If not found, check publications for the subsequent year(s) to find wiretaps which were reported late or otherwise delayed. If you have any questions, call the AOUSC for help in identifying AO numbers.

Column 3. Date of Application - Insert the month, day, and year. This date should correspond with the date of application previously reported.

Column 4. Cost - Indicate any additional costs for personnel used to install and monitor intercepts, equipment, transcripts of recordings, etc., that have not been previously reported. Court costs should not be included.

Column 5. Persons Arrested - Record the number of arrests for each offense charged, if there have been any additional arrests as a result of evidence obtained from the wiretap. Do not include fugitives. Also, enter a general description of the charge(s).

Column 6. Trials Completed - Provide the number of trials completed that have not been previously reported for this wiretap.

Column 7. Motions to Suppress - Indicate the number of motions to quash evidence which have been granted, denied or are pending if not previously reported.

Column 8. Persons Convicted - For each type of offense, record the number of additional convictions and a brief description of the offense(s).

Note: Additional seizure information is not collected on the WT-3 form.

At the bottom of the form, the person responsible for completing the WT-3 should provide the following:

1. Name – If contact by email is preferred, provide an email-address following the name.
2. Jurisdiction - Federal prosecutors should enter the judicial district, e.g., Maryland, Florida-Southern. State prosecutors should enter the county or other judicial district, e.g., Winston County, State Attorney General.
3. State Attorney General prosecutors should check “Yes” in the State Attorney General box.
4. Phone number
5. Street address
6. City and State
7. Zip Code
8. Date the report was prepared