

PLEA PAPERWORK PROTOCOL-229th JUDICIAL DISTRICT COURT

State Responsibilities:

- I. Email documents to Defense counsel that require Defendant's signature OR fingerprints
 - a. Documents should already have State signatures where needed
 - b. Documents include:
 - i. Plea Admonishments
 - ii. Plea Addendum
 - iii. Plea of True on MTR/MTA
 - iv. Joint Request for Plea by Video Teleconference
 - v. Trial Court's Certification of Defendant's Right to Appeal
 - vi. Judgments
 - vii. Order Imposing Conditions of Community Supervision
- II. E-File and serve Defense counsel any documents for plea packet that do not require defendant's signature, specifically the State's exhibits

Defense Bar Responsibilities:

- I. Obtain signatures, **e-file and service Marissa at email: marissa.trevino@co.starr.tx.us** and ANY documents with Defendant's signature that does **NOT** require fingerprints, specifically:
 - i. Plea Admonishments
 - ii. Plea Addendum
 - iii. Plea of True on MTR/MTA
 - iv. Joint Request for Plea by Video Conference
 - v. Trial Court's Certification of Defendant's Right to Appeal
- II. Email to Probation Duty Officer **(AND CC 229TH DISTRICT ATTORNEY'S OFFICE on email)** at least **TWO (2) DAYS** before plea setting:
 - i. Judgment
 - ii. Order Imposing Conditions of Community Supervision

Probation Department Responsibilities:

- I. Defendants in custody:
 - a. Coordinate with the jail to get them paperwork **before plea setting** that needs signature and fingerprint after plea, specifically:
 - i. Orders Imposing Conditions
 - ii. Judgment
 - b. Witness the signing and fingerprinting of sent documents at the jail on Zoom immediately after the plea hearing with the Court
 - c. Retrieve the signed and fingerprinted documents from the jail
 - d. Ensure that the documents are brought to the Court for signature
- II. Defendant's out of custody:
 - a. Safely retrieve the fingerprints and signature of Defendants who plea at the Probation Office, same day of court or no later than the following day.
 - b. Ensure that the documents are brought to the Court for signature