

## **PLEA PAPERWORK PROTOCOL-229<sup>th</sup> 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 Mari Chapa at email: [marichapa@co.duval.tx.us](mailto:marichapa@co.duval.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 229<sup>TH</sup> 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