

COUNTY COURT AT LAW #2 OF ELLIS COUNTY, TEXAS

WEBEX PLEA PROCEDURES FOR TIME SERVED OR FINE ONLY OFFENSES

The District Attorney has converted the plea forms to an Adobe format that will facilitate electronic transmission of documents, electronic signatures, and remote resolution of some cases. The following procedures have been discussed and approved by the Court and the County/District Attorney's office:

1. Defense Counsel (DC) contacts the Assistant County/District Attorney (DA) and informs that an agreement has been reached and confirms details of the agreement;
2. DA prepares all necessary documents reflecting the terms of the agreement;
3. DA sends all plea documents electronically to DC for review;
4. DA sends fingerprint form to Sheriff's desk at the security station in Court's Building;
5. DC review documents, if changes or corrections are needed, DC contacts DA – IF no changes/corrections are necessary, DC signs the documents;
6. Upon submission with DC's signatures, the Adobe tracking system will acknowledge completion and resend the packet with DC's signatures to DC for Defendant's signature;
7. DC contacts Defendant and reviews documents with Defendant;
8. If Defendant approves, Defendant provides signature in the appropriate locations in the documents and upon completion the documents are automatically forwarded to DA;
9. Defendant brings appropriate identification to the Courts Building and will have fingerprint taken by a Sheriff's deputy at the front security station;
10. Sheriff's deputy will take the completed fingerprint form to the County Clerk to be filed in the case file and then notify DA this step is completed;
11. Defendant will notify his DC that the print has been submitted;
12. DA will review and confirm all documents, including fingerprint, are complete, and then, and only then, DA will sign;
13. All documents, except fingerprint which is in file, are forwarded to Court Coordinator for review;
14. Parties will contact the Court Coordinator and schedule an agreed upon time for the WebEx video conference;
15. The deadline for scheduling a hearing is 11:30 a.m. on the day before the scheduled hearing date (no hearing will be scheduled unless all documents have been received by the Court Coordinator);
16. Parties, including Defendant, will attend the video conference with both a video and audio connection as scheduled;
17. At the conclusion of the hearing, the Defendant will be instructed on payment of the fines and costs, if any; and,
18. Defendant and DC will be responsible to comply with any steps instructed by the Court in order to formally conclude the matter, as necessary.