**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](mailto: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