

**REMOTE PLEA PROCEDURE FOR FELONY AND FELONY WITH MISDEMEANOR  
JAILED DEFENDANTS- DURING PANDEMIC  
Effective 4/6/2020**

**Felony:** Mon-Fri 1:00-3:00; M/W/F only for interpreters. All will be held in Aux Court.

Aux Court will hear Felony Cases and Felony cases with a misdemeanor to be heard at the same time.

**PLEA PROCESS**

1. **Defense and State** - Both parties agree on plea terms and the papers will be completed by the State.
2. **State** - Email the plea papers and discovery log to the defense attorney and court bailiff.
3. **Court Bailiff** - Calculate back time, send email to [aux@co.collin.tx.us](mailto:aux@co.collin.tx.us) Subject line: Backtime - Cause #, Defendant's Last Name, First Name, Middle Initial
4. **Defense** - SIGN THE PLEA PAPERS, scan and email them to the Jail Case Coordinator (JCC) at [jccofc@co.collin.tx.us](mailto:jccofc@co.collin.tx.us). **Note:** signatures are required for consent to video plea. Digital signatures are permissible as /s/ATTORNEY NAME but preferred as signed scan or digital signature capture.

**Your email must specify:**

Subject Line: Cause #, Defendant's Last Name, First Name, SO#

Body of Email: Video visit day and time requested: \_\_\_\_\_  
Date of plea setting: \_\_\_\_\_  
Interpreter Needed: Y/N Language: \_\_\_\_\_  
Interpreters will only be arranged for only the actual plea.

5. **JCC Office** - Schedule the video visit. Video Visits will occur every half hour from 8:30 to 3:30 pm Mon-Fri (last scheduling at 3:00 pm) JCC sends confirmation email to attorney from [jccofc@co.collin.tx.us](mailto:jccofc@co.collin.tx.us) with the meeting time, link, meeting id. If the time requested is unavailable, attorney will be scheduled for closest available time slot \*Note visits must occur PRIOR to 2:00 pm, the cutoff for the following day's plea docket.
6. **Defense** - At the time of your meeting, click the link in the email or type in the meeting ID and password.
7. **JCC** - Provide inmate a blue pen and the plea paperwork for signature during the meeting.
8. **JCC** - At completion retrieve paperwork and check for any markings in blue ink other than the signature.
9. **JCC** - Plea papers must be in by 3:00 pm daily; plea papers go to aux court, if emailed ([aux@co.collin.tx.us](mailto:aux@co.collin.tx.us); [cscdbch@co.collin.tx.us](mailto:cscdbch@co.collin.tx.us) ). **If the defendant has both a misd and felony plea then both are sent to aux court.**
10. **AUX COURT**-send notice to parties include meeting ID, parties and time of hearing. For inmate scheduling Email: [cperepiczka@collincountytx.gov](mailto:cperepiczka@collincountytx.gov); [jchristensen@collincountytx.gov](mailto:jchristensen@collincountytx.gov); [ckirkpatrick@co.collin.tx.us](mailto:ckirkpatrick@co.collin.tx.us); [nmendoza@co.collin.tx.us](mailto:nmendoza@co.collin.tx.us); [kartley@collincountytx.gov](mailto:kartley@collincountytx.gov); [ckelly@collincountytx.gov](mailto:ckelly@collincountytx.gov); [kschmidt@collincountytx.gov](mailto:kschmidt@collincountytx.gov)  
Parties will appear via ZOOM.
11. **Aux Court** Provide Plea paperwork to the Judge. Submit completed paperwork to the Clerks Office.
12. **Defense-AUX Court**- pleas will occur in 2 sessions 1pm-2pm and 2pm-3pm (10 per hour)—your email will designate the session time and you must be signed in a minimum of 5 minutes before your session start time

## NOTES

1. In the event there is an issue requiring the attorney speak privately to the defendant, Zoom has functions that allow for private conversations (break-out room).
2. This system is set up to facilitate pleas. You may NOT utilize it for ANY other purpose. You may NOT allow use by any other party and may not include any other party. Failure to appear for a scheduled visit without notice, or violation of security protocol or system use, will result in immediate loss of privileges to utilize the system.
3. Visits with inmates to review paperwork will occur via ZOOM in jail classification. The room DOES NOT HAVE recording equipment, but is not completely private. If you need to have a privileged conversation, you will need to use the attorney video visit from the courthouse, the jail attorney visit rooms, or jail in person visit PRIOR to plea.
4. For Felony pleas, this temporary procedure is intended to provide an extra method of completing pleas for the continued safety of all involved. However, attorneys unable to participate remotely may continue with prior established plea procedures. We encourage all parties to familiarize themselves with the Zoom program and functions prior to attempting the plea.
5. As this voluntary process is dependent on internet connectivity and limited by the equipment a party may use, please be patient during the pleas and cognizant of the benefits this system provides rather than getting frustrated when things do not work as planned 100% of the time. We ask for your polite help and constructive advice as we continue to refine the rules and procedures.

### **ZOOM Requirements:**

You may download the app on your smart device or computer or simply use the join meeting link sent to you via email. Your device must have audio and video capabilities and a fast connection

If you have not used ZOOM and would like to test it Judge Walker is happy to do a test run and assist you.

### **EMAIL**

Add [jccofc@co.collin.tx.us](mailto:jccofc@co.collin.tx.us); [programs@co.collin.tx.us](mailto:programs@co.collin.tx.us); and [aux@co.collin.tx.us](mailto:aux@co.collin.tx.us) to your address book as a contact so you do not miss any communication

### **Signature:**

Signature: you may utilize electronic signature. It is preferred you sign via adobe using actual signature. You can sign on screen via adobe reader on a smart device. /s/TYPED NAME should only be used as a last resort.

**Aux Court pleas and MH bond hearings:** Please mute your microphone until your case is heard.