

REMOTE PLEA PROCEDURE FOR MISDEMEANOR JAILED DEFENDANTS- DURING PANDEMIC

Effective 4/7/2020

Misdemeanor: Mon -Thurs. 10:30-12:00. M/W will be held by CCL2 and T/Th will be held by CCL3. Pleas that require an interpreter are only conducted on Thurs mornings.

If you have questions contact:

CCL 3: email Mindy Quint mquint@co.collin.tx.us or Chad Humphrey chumphrey@co.collin.tx.us

CCL 2: call Lisa Todd @ 972-548-3820, Billy Vest 972-548-3824; or Call Judge Walker's cell 972-658-3437, if you have an difficulties

PLEA PROCESS

1. **Defense and State** - Both parties agree on plea terms and the papers will be completed by the State.
2. **State** – Contact the Court bailiff for back time; write the back time on the plea papers; and then email the plea papers and discovery log to the defense attorney.
3. **Defense** - SIGN THE PLEA PAPERS, scan and email them to the Jail Case Coordinator (JCC) at 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: _____
Interpreter Needed: Y/N Language: _____
Interpreters will only be arranged for the actual plea.

4. **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 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.
5. **Defense** - At the time of your meeting, click the link in the email or type in the meeting ID and password.
6. **JCC** - Provide inmate a blue pen and the plea paperwork for signature during the meeting.
7. **JCC** - At completion retrieve paperwork and check for any markings in blue ink other than the signature.
8. **JCC** - Plea papers must be sent by email to the assigned court's coordinator no later than 3:00 pm daily.
9. **Defense** – contact CCL2 M/W, or CCL3 T/Th to set your plea. This cannot be completed until the paperwork is received by the court.
10. **CCL2, CCL3**, - schedule ZOOM hearing and send invite to parties. For inmate scheduling Email: cperepiczka@collincountytx.gov; jchristensen@collincountytx.gov; ckirkpatrick@co.collin.tx.us; nmendoza@co.collin.tx.us; kartley@collincountytx.gov; ckelly@collincountytx.gov; kschmidt@collincountytx.gov

Parties will appear via ZOOM, **For CCL2 – Zoom Invite may be sent up to 5 min before the scheduled plea.**

11. **COURT COORDINATOR** -Place the orders in the appropriate Judge's Signature Queue.
12. **Judges** – sign the plea papers and send them to the inmate queue.