**Public Defender Plea**

1. ASSISTANT PUBLIC DEFENDER using PD’s DocuSign license generates the PLEA PACKET and includes their CLIENT/DEFENDANT and ASSISTANT DISTRICT ATTORNEY as guests to allow circulation of the packet using DocuSign.
2. Assistant PD provides a completed fingerprint card/sheet with all information except the fingerprints and instructs the client to go to the guard booth located on Flores Street (1000 Washington Street) and provide a valid form of Photo identification.
\*The Sheriff’s office will certify by their signature that the fingerprints of that defendant were taken and will make a photocopy of the valid form of photo identification and attach it to the fingerprint exhibit(s).

\*The completed fingerprint exhibit(s) will be delivered to the appropriate court.

1. Once the sheriff obtains and certifies the fingerprints of the defendant, and the signatures of the prosecutor, the defense attorney and defendant are secured on the DocuSign envelope, the completed PLEA PACKET will be SUBMITTED to the court to be printed so the JUDGE can physically sign it and attach the fingerprint exhibit(s) to the PLEA PACKET.
	1. The CLERK who is in attendance via videoconference or physically present with the court will attest to the defendant’s signatures in the plea packet, and will also attest that the deputy obtained the fingerprints and that the defendant present in the videoconference hearing is the same person who provided the fingerprints.

**Private Defense Attorney Plea**

1. ASSISTANT DISTRICT ATTORNEY using the DA’s DocuSign license generates the PLEA PACKET and includes their CLIENT/DEFENDANT and the DEFENSE ATTORNEY as guests to allow circulation of the packet using DocuSign.
2. DEFENSE ATTORNEY provides a completed fingerprint card/sheet with all information except the fingerprints and instructs the client to go to the guard booth located on Flores Street (1000 Washington Street) and provide a valid form of Photo identification.
\*The Sheriff’s office will certify by their signature that the fingerprints of that defendant were taken and will make a photocopy of the valid form of photo identification and attach it to the fingerprint exhibit(s).

\*The completed fingerprint exhibit(s) will be delivered to the appropriate court.

1. Once the signature of the prosecutor, the defense attorney and defendant are secured, the completed PLEA PACKET will be SUBMITTED to the court to be printed so the JUDGE can physically sign it and attach the fingerprint card to the PLEA PACKET.
2. The CLERK who is in attendance via videoconference or physically present with the court will attest to the defendant’s signatures in the plea packet, and will also attest that the deputy obtained the fingerprints and that the defendant present in the videoconference hearing is the same person who provided the fingerprints.

This process requires the attendance of the defendant via videoconference. Most people have video capacity on their phones and in those rare occasions that they do not have video, we are asking the assistant public defender or private defense counsel to arrange for their client to attend using the ZOOM ROOM made available with each court.