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DISTRICT CLERK



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THE COUNTY OF CHAMBERS

April 6, 2020

VIRTUAL HEARINGS – DISTRICT CLERK PROCEDURES CRIMINAL PLEAS

In accordance with the First and Third Emergency Order Regarding the COVID-19 State of Disaster issued by the Texas Supreme Court and the Court of Criminal Appeals, allowing for proceedings to be conducted away from the Court's usual location, the following procedures will be used for Criminal pleas when using Zoom video conferencing. The goal of the District Clerk's office is to make this process as quick and as efficient as possible.

PROCEDURES

1. When a defense attorney negotiates a plea with the District Attorney's office, the District Attorney's office will email the plea papers to the defense attorney and cc the District Clerk's office at districtclerk@chamberstx.gov. District Clerk will prepare the judgment and email to the attorney along with the Trial Court Certification, Attorney Fee Voucher, Order to Withdraw Funds (defendant does not sign), and Collection Agreement (if necessary) within two hours.
2. Attorney makes arrangements with the jail to meet with their client to sign all the plea papers received from the District Attorney's office and District Clerk's office. *The attorney will be responsible for marking all the paperwork where the defendant needs to sign and fingerprint. The jail will fingerprint the defendant.*
3. Attorney then eFiles all the plea papers to the District Clerk's office. *This must be completed a minimum of 48 hours before the hearing date.*
4. Defense attorney and prosecutor, via group email, contact the court coordinator to schedule a hearing. In addition to the cause number and style of case, you must notify the court coordinator if the defendant will be receiving probation so that the probation department will be notified of the remote hearing.
5. The District Clerk's office processes the eFiling, sends the plea papers electronically to the judge and will notify the District Attorney's office the plea is ready thru the queue.
6. The remote hearing takes place at the specified hearing date given by the court coordinator.
7. The judge will sign the documents electronically and send to the District Clerk's office.
8. The District Clerk will deliver the judgment and all pertinent documents to the jail thru the Jail Inbox for processing of the defendant, the district attorney, and the probation department.



REMOTE HEARINGS – DISTRICT CLERK PROCEDURES CRIMINAL PLEAS

HOW TO EFILE THE PLEA PAPERS

July 2019, the Supreme Court mandate took effect for eFiling supplemental criminal matters in Chambers County. All papers must be filed **in one document**. Within the one document the following order is outlined based on the type of plea. *It is important you place them in the order the judge admonishes the defendant.*

1. Regular or Deferred Probation Plea
 - a. Form 27.18(lead document)
 - b. Acknowledgement of Compliance
 - c. Plea Papers
 - d. Trial Court Certification
 - e. Notice of Intent to Destroy Evidence
 - f. Judgment
 - g. Order Imposing Conditions of Community Supervision
 - h. Attorney Fee Voucher (if appointed)
 - i. Contract / Collection Agreement
2. Regular Plea with Incarceration
 - j. Form 27.18 (lead document)
 - a. Acknowledgment of Compliance
 - b. Plea Papers
 - c. Trial Court Certification
 - d. Notice of Intent to Destroy Evidence
 - e. Judgment
 - f. Order to Withdraw Funds
 - g. Attorney Fee Voucher (if appointed)
3. Judgment Adjudicating or Probation Revocation
 - k. Form 27.18 (lead document)
 - a. Stipulation of Evidence
 - b. Plea Papers
 - c. Trial Court Certification
 - d. Notice of Intent to Destroy Evidence
 - e. Judgment
 - f. Order to Withdraw Funds or Collection Agreement
 - g. Attorney Fee Voucher (if appointed)

The District Clerk's office is working remotely in shifts and will come into the office as necessary to collect papers left in the drop box. If you leave something in the box contact us for processing. If you have any questions or concerns the best way to contact our office staff is by email districtclerk@chamberstx.gov.