

## Electronic Process for WX Writs (During COVID-19) ONLY

Updated 03/26/2020

### How to e-file a pre-indictment writ (Including PR Bonds) for attorneys:

- a. Go to your E-file Service Provider and select “Start A New Case”
- b. Select the following in Efile:
  - i. **Location:** Dallas County District Clerk Criminal
  - ii. **Category:** Civil – Related to Criminal Matters
  - iii. **Case Type:** Writ of Habeas Corpus – Pre-Indictment
- c. Complete the Party Information
- d. Upload your completed **.pdf writ Application as the lead document** and the **completed PR Bond as an attachment** under Filings
- e. Select the “**Waiver**” for Fees and Submit your filling.
- f. The Clerk will receive the Writ application and PR Bond where we will apply the WX number
- g. A copy of the Writ application, PR Bond, and Writ Docket Sheet will be uploaded to Onbase.(If no PR bond is needed only the Writ application and Writ Docket Sheet will be on OnBase)
- h. Judges will receive an email from the Writ Clerk’s containing the writ paperwork
- i. Judges will email the paperwork back to the Clerk’s office
- j. The Clerks will review paperwork and then send the PR BOND to the Sheriff’s office for in custody signatures ONLY if needed.  
\*\*If defendant is not in custody it is up to the attorney to get the PR Bond signed prior to submitting it, in E-file, to the District Clerks Office.
- k. **Once signature is obtained for in custody PR BOND and the Sheriff’s office returns it to the Clerk Office, the information will be placed on FORVUS and the PR Bond dispo will be sent for release.**

This process has been approved to start 03/27/2020. Please note that this is a new process and will need your patience. For question please call the following :Tia Davenport @2146535977 or Marisela Escamilla @2146535959 or Tanya Varnado @2146535976.