



## **JUDGE REMEKO TRANISHA EDWARDS**

*County Criminal Court No. 7*

### **POLICIES AND PROCEDURES**

*Effective June 1, 2021 (Reopening Plan re Covid19)*

*Susan Middleton  
Court Coordinator  
214-653-5665*

*Estrella Pineda  
Court Reporter  
214-653-5666*

#### ***COURT APPEARANCES AND HEARINGS:***

- Court will continue to use reasonable efforts to hold proceedings remotely through August 1, 2021 according to the 38<sup>th</sup> Emergency Order of the COVID-19 Pandemic.
- Virtual hearings are available upon attorney's request via TEAMS or ZOOM. Hearings streamed live via YouTube if available.
- Effective June 1, 2021, the Court will be open for in-court appearances; however, if the current setting is non-dispositive, the attorney of record and client does not have to appear.
- The attorney of record and the assigned ADA shall schedule dispositive settings or request motion hearings. This includes in-person or virtual hearings until further orders of the Court.
- The Court will resume jail chains or bond hearings in person beginning June 1, 2021 at the request of the attorney of record or docket settings. Attorneys will receive a notification at least 24 hours of a Defendant's presence on the jail chain and the attorney of record should confirm appearance with the Court Coordinator or Assigned ADA via email or call to the Court. All Defense requests for a Defendant to appear on jail chain need to occur at least 24 hours in advance of an in person appearance/setting.
- All paperwork must be completed, signed, and electronically submitted to the Clerk's office at the end of all hearings.
- The Court will have the ability to scan documents for same day pleas if time permits. Same day plea requests will be on a first come, first served basis. (Max: 5 daily)
- Attorneys who come to Court and expect to plea same day, shall speak with the assigned ADA for the paperwork and completed signed plea documents are given to Court Reporter to scan after hearing.
- An alternative method to scan documents is available through the County Clerks Office located on the 2<sup>nd</sup> floor of Frank Crowley Courthouse Building. Defense Counsel must walk documents down to the clerk's office if necessary.
- No request for a same day plea after 11:00AM.
- Assigned ADA's will not be required before the Court for an in person plea hearing unless requested.
- Assigned ADA's will be required to attend virtual hearings.
- The Court request that attorney's speak with their clients, go over plea documents, and / or obtain signatures or consent of client to sign on their behalf prior to scheduling the hearing or attempting to complete a same day plea.

- The Court requests courtesy and patience from all parties during in person and virtual settings.

#### ***RESET OF CASES:***

- The Court prefer pass slips submitted in person; however, the Court will accept a pass slip via email with required signatures if applicable.
- Pass slips shall be emailed to Court Coordinator, Susan Vahala.
- Pass slips must have an ADA signature if the case filed and beyond a third (3<sup>rd</sup>) setting with the Court, discovery made available to Defense, and recommendation extended.
- The Court will review all cases filed prior to December 2019 and does not have a dispositive setting prior to any approved continuance.
- Defendant's do not have to appear for non-dispositive settings or if not requested by the Court or Attorney of Record.
- The defendant's presence and signature required on a pass slip when attorney set a case for trial, a contested hearing, or case continued beyond a second agreed plea setting.

#### ***TRIAL BY JURY:***

- Cases requesting trial by jury, attorney schedule with the assigned ADA.
- If a case was set on the court's trial docket prior to COVID-19 pandemic, Court requests Defense Counsel contact assigned ADA to reset the trial date.

#### ***GENERAL ORDERS:***

- All COVID-19 protocols followed.
- Face covering recommended for all persons entering the courtroom and during in person court hearings.
- Social distancing will be required during all in person court appearances.
- Two (2) prosecutors are available daily in the DA workroom of the Court during court business hours 8:30AM until 4:30PM.
- Court may amend or change listed policies; however, notice given prior to any updates.

#### ***COURT CONTACT INFORMATION:***

**Judge Remeko Tranisha Edwards;** Email: [remeko.edwards@dallascounty.org](mailto:remeko.edwards@dallascounty.org); Tel: (214) 653-5665

**Court Coordinator Susan Vahala;** Email: [susan.vahala@dallascounty.org](mailto:susan.vahala@dallascounty.org); Tel: (214) 653-5665

**Court Reporter Estrella Pineda;** Email: [estrella.pineda@dallascounty.org](mailto:estrella.pineda@dallascounty.org); Tel: (214) 653-5666

**Bailiff Scott Selby;** Email: [scott.selby@dallascounty.org](mailto:scott.selby@dallascounty.org); Tel: (214) 653-1167

**Chief Clerk Tonya Payne;** Email: [tonya.payne@dallascounty.org](mailto:tonya.payne@dallascounty.org); Tel: (214) 653-5660

**Probation Officer Lisa Scott**; Email: [lisa.scott@dallascounty.org](mailto:lisa.scott@dallascounty.org); Tel: (214) 653-5393

**ADA's:**

1. **Brenna Buchanan**; Email: [brenna.buchanan@dallascounty.org](mailto:brenna.buchanan@dallascounty.org); Tel: (214) 653-5120; (Caseload P-Z)
2. **Kyle Ringle**; Email: [kyle.ringle@dallascounty.org](mailto:kyle.ringle@dallascounty.org); Tel: (214) 653-5119; (Caseload A-G)
3. **Nanepo (Assibi) Yentoumane**; Email: [n.yentoumane@dallascounty.org](mailto:n.yentoumane@dallascounty.org); Tel: (214) 653-5118; (Caseload H-O)