

CCC2 VIRTUAL PLEA INSTRUCTIONS

Please be advised that Judge Hayes currently takes virtual & in person pleas by appointment only: just as defense counsel is responsible for executing all documents before approaching the bench, **defense counsel is expected to finalize all executed documents prior to scheduling a plea.**

Per Judge Hayes, please take the following steps:

✓ Ensure that your computer is using an up-to-date version of Adobe. E-sign features are not compatible on most tablets and phones.

- ✓ Email the ADA assigned to your case and inform them that your client would like to enter into a virtual plea. In your email, include whether or not you're waiving *Brady*. The ADAs divide the alphabet as follows:
 - A-G: Eleanor Pomeroy <Eleanor.Pomeroy@dallascounty.org>
 - H-O: Jui Kothare (Jui.Kothare@dallascounty.org)
 - P-Z: Chelsea McHenry <Chelsea.McHenry@dallascounty.org>

✓ The ADA will email you all necessary plea papers. Sign these documents with your client. ○ Please note that you will receive a Personal Data Sheet, please fill that out entirely along with the rest of your plea paperwork.

- **Virtual pleas- Your client is required to report to CCC #2 to be fingerprinted prior to the virtual plea.**

○ If your client is entering into a probation plea, you will also receive a Probation Personal Data Sheet. Complete and send this to Sean Jackson at Sean.Jackson@dallascounty.org. The ADA will send a separate Probation Information Sheet to him so he can prepare the appropriate forms in advance.

✓ *Scan and compile all of your documents into one single Adobe PDF file.*

✓ Email the Court Coordinator, Roxanne Gonzales, at Roxanne.Gonzales@dallascounty.org at least 2 days in advance and inform her that you are ready to schedule a virtual plea. **Include your PDF file in the email.** Only when she receives your complete PDF will Roxanne schedule your plea. She will email you a Zoom link for virtual pleas or schedule a date and time for you to approach the bench for an in person plea. She will also forward your documents to Judge Hayes. ○ Please remember that the State is not responsible for sending any documents to Roxanne and is not involved in this process. Please make sure the plea paperwork is completely filled out and signed by all parties before you send them to Roxanne to schedule a plea.

✓ Email the assigned ADA if you have any questions.