

JAIL PLEA PROCEDURES FOR VIDEOCONFERENCING

1. Defense counsel and State's counsel to confer to determine whether plea bargain agreement can be reached. If agreement is reached, go to next step. If negotiations are close, go to judge to determine if agreement can be reached.
2. DA's Office is to prepare all paperwork necessary for the plea, including the Judgment.
3. All documentation is to be transmitted to Indigent Defense/Pretrial Services (ID/PT Services) and defense counsel simultaneously. ID/PTS email: pretrialservices@co.hidalgo.tx.us
4. ID/PT Services will initiate a video conference with defense counsel, defendant, and ID/PT Services. All documents are to be explained by the defense attorney to the defendant, approved by the defendant, and signed. ID/PT Services have been deputized by the District Clerk's Office to assist with obtaining services.
5. All documentation is to be submitted to defense counsel for final review and signature.
6. Defense counsel, after signing, is to send to State's counsel for final review.
7. District Attorney's Office is to e-file all plea documents, including State's 2 (offense report) and Judgment.
8. Court staff is to set case for hearing in Odyssey and set up Zoom meeting. Jail Docket is to be submitted to the Hidalgo County Substation at Rolando.garza@hidalgoso.org with Zoom Meeting ID, password, and time of the hearing **NO LATER THAN 2:00 p.m. THE DAY BEFORE THE HEARING**. Plea paperwork needs to be on file **AT LEAST ONE DAY BEFORE** the plea
9. Once plea is completed, Judge is to electronically sign off on all documents requiring his or her signature, and send back to the District Clerk's Office.
10. Orders of Release/Order of Commitment to be prepared by court staff and e-mailed to: releasing@hidalgoso.org