

Video Plea Guide – Felony – Non Jail Case

1. Defense Attorney and State's Attorney must reach a plea agreement.
2. Schedule definite plea date with the court
3. Once there is an agreement, the State's Attorney will fill out all proper exhibits and waivers applicable to the plea, and prepare a final judgment. Judgment should be prepared with plea date scheduled by the court and jail credit should be calculated as to that date.
4. The signed (by the State's Attorney) paperwork and judgment will be e-mailed to the Defense Attorney. In this e-mail, please advise the attorney that the defendant's mailing address must be inserted in the Trial Court's Certification.
5. The Defense Attorney will then schedule a meeting at the District Clerk's Office for the attorney and his client to sign the paperwork. The attorney can contact Ricardo Contreras at 289-7809 or Laura Hinojosa at 289-7801 to schedule this meeting. The District Clerk's office will email roger.arredondo@hidalgocountycscd.org so that a representative from the probation department will be there as well.
6. At the District Clerk's Office, the Defense attorney will explain the paperwork to his client and the attorney and his client will sign in the proper places. The signatures on the documents and the judgment will be certified and sworn to by a District Clerk. This meeting will conclude with the Defendant signing and fingerprinting the judgment. A copy of this judgment will be given to the Defendant along with the certification of Defendant's right to appeal. The representative from the probation department will verify all paperwork has been completed properly by the attorney and Defendant.
7. The District clerk will e-file all documents to the courts queue, which will now have all documents ready for a plea hearing.
8. The state will file the offense report (states exhibit 2) separately.
9. At this point, a plea hearing will be conducted via Zoom, with the Court, the State's Attorney, the Defense Attorney, and their Client being present for the final reading of the rights and admonishments by the Court, where the defendant will plea.
10. After the plea the Court will forward all plea documents to the District clerk.
11. The District Clerk will complete the judgment by calculating and filling the court costs.
12. A copy of the judgment signed by the court will be provided to those Defendants sentenced to incarceration at the jail. For those sentenced to probation, the probation department will provide a copy at the time of their intake.

13. If this is a probation plea, the Defendant has to make sure, through their attorney, they are providing accurate contact information so an intake interview can be scheduled.