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To: Criminal defense attorneys practicing in Parker County

In Re: Requests for criminal discovery from the Parker County Attorney's office

Effective Monday, February 20, 2023 the Parker County Attorney's office will implement the use of an internet-based discovery portal. The attorney of record on a criminal case will have electronic access to the State's file (excluding any attorney work product and criminal histories). The portal will allow attorneys to access and download documents, photos and videos for all Class A and Class B misdemeanors prosecuted by the Parker County Attorney.

Requesting Discovery

- Discovery will only be shared with attorneys who have filed notice of appearance with the court or have received a notice of appointment by the court.
- Access cannot be given on any case not yet filed by the Parker County Attorney's office.
- All discovery requests **must** be made through our discovery emails. To request discovery for cases in County Court at Law # 1, please email your request to CCL1Discovery@parkercountytx.com. To request discovery for cases in County Court at Law # 2, please email your request to CCL2Discovery@parkercountytx.com.

Guidelines

- The above discovery emails are for discovery requests only. Do not send case correspondence to these emails.
- Requests for access to discovery made on weekends, holidays, or after 5:00 pm on regular business days will not be processed until the next business day.

- Files will be shared in a zipped file format provided via an emailed link. Please add relay@parkercountytx.com to your contacts list in order to prevent items sent from the system from ending up in your spam or junk email.
- If you have any issues viewing a case, please respond to the email in which the link was provided.
- In the event that defense counsel is inadvertently given access to a case for which he is not the attorney of record, counsel should refrain from accessing the case and immediately notify the Parker County Attorney's office.
- It is defense counsel's sole responsibility to:
 - Access the provided link and download the file;
 - Review the discovery prior to any court hearings, status conferences or trials;
 - Advise the prosecutor's office if counsel believes information is missing or incomplete;
 - Advise the prosecutor's office if there are any problems with access to the file.
- Downloading the file will result in it being removed from the portal, so it is defense counsel's responsibility to save the files to their computer or data source such as a disc or flash drive.
- For all requests, please allow 7-10 business days for processing.
- **Pursuant to Art. 39.14(f) Code Crim. Proc. the attorney representing a defendant shall redact the address, telephone number, social security number, date of birth, and any bank account or other identifying numbers of a person other than the defendant before allowing a defendant to view discovery material.**