



HONORABLE CYNTHIA MCCRANN WHELESS  
417<sup>TH</sup> JUDICIAL DISTRICT COURT  
COLLIN COUNTY COURTHOUSE  
2100 Bloomdale Road, Suite 30290  
MCKINNEY, TEXAS 75071

972-548-4685 ♦ METRO 424-1460 EXT 4685 ♦ FAX NO. 972-548-4298

#### PAY SHEET PROCEDURES

1. Direct deposit - All appointed attorneys are encouraged to set up direct deposit of payments to expedite receipt.
2. Juvenile pay sheets will be submitted by email to the [417@co.collin.tx.us](mailto:417@co.collin.tx.us).
  - a. When sent by email, please follow this procedure or it will not be processed by the Auditor
    - i. Scan and submit 1 single pdf, with 1 case per email
    - ii. The 1 pdf should start with the pay sheet first, then be followed by the billing sheet if an hourly case, or be followed by the order appointing investigator/expert you are requesting payment for.
    - iii. The subject line of the email should state – Pay sheet/Cause Number/**INITIALS** of the Juvenile Respondent (Please understand that if the full name is listed we will have to ask you to re-submit.)

#### DOCKET PROCEDURES

- The Court will send a pass slip WITH A DATE RANGE (Within that Week) to the defense attorney. Defense attorney will get their client's signature and signature of the parents by any means available, i.e. picture taken on phone and sent to lawyer, printed and scanned to defense attorney, etc.
- When signed by Attorney, Respondent and his/her parents, the defense attorney will email the pass slip to the bailiff for the court to calendar. Please place "**Secure/Confidential**" and **Cause number** in the subject line. In cases where the respondent has multiple cause numbers, please add to the body of the email.
- If an attorney cannot do this electronically, please contact the bailiff via email [rwilley@co.collin.tx.us](mailto:rwilley@co.collin.tx.us).
- The Court will set all cases involving Juveniles who are **NOT** in detention on the week of May 18<sup>th</sup> – 22<sup>nd</sup>, 2020. Other cases can be set via Zoom at the discretion of the Court. Please email [rwilley@co.collin.tx.us](mailto:rwilley@co.collin.tx.us) for settings outside this date range.
- For Motions to Modify (MTM) where a Respondent is **NOT** facing over 30 days of placement or detention, the court will NOT require a hearing. This is a temporary policy which will be in effect from now through May 8, 2020. The Court Appointed Attorney will treat the case as an Agreed Plea for payment purposes. Certain MTM hearings may be required upon notice from the Court.

## JUVENILES IN DETENTION – PLEAS

The court has a Dropbox folder for all plea paperwork. Please accept that request and add to your Dropbox folders. You will receive an email like the following:

Cynthia Wheless invited you to edit the folder "(Date) 417-70000-2019 J. Smith. - Agreed Plea

You will receive an email from Cynthia Wheless or Rick Willey inviting you to a Zoom meeting. This is your scheduled meeting time and information to access the Zoom meeting. You will receive an email like the following:

Cynthia Wheless is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://txcourts.zoom.us/j/k/89867820> - *This is the link to click on for the meeting.*

Meeting ID: 989 869 982 – *This is the meeting ID that will need to be added if you are not using the link provided.*

- The Court will arrange remote hearings on Zoom for Agreed pleas (especially if the child is in detention) on the following **dates: April 6<sup>th</sup>, April 9<sup>th</sup>, and April 23<sup>rd</sup>, 2020.** (Other dates available as arranged with the Court.)
- The Defense Attorney and ADA will exchange paperwork the day before the plea date. The Court is excusing “clerking” the Juvenile Respondent’s signature by the District Clerk.
- The Defense Attorney will need to email the Court the email address of the parents to participate in the hearing via Zoom. If the parent/guardian are unable to be virtual, they will be called into the hearing. Please contact the Bailiff for special instructions.
- Defense Attorneys will appear remotely Via Zoom, as well as virtually visit their client. Juvenile Probation at JDC is providing iPads. The Juvenile Detention Officer (JDO) will guarantee privacy between the lawyer and the client and then set the child up to appear remotely through Zoom at the hearing/trial/plea. The Juvenile may sign the papers on iPad or paper and be scanned in by a JDO/court liaison officer or the court officer to the Court through either email or Dropbox. The Court and defense lawyer(s) will sign the paperwork virtually.
- Interpreters will only be available upon request to the bailiff ([rwilley@co.collin.tx.us](mailto:rwilley@co.collin.tx.us)) due to the need to invite to the Zoom hearing.

## PROCEDURES FOR EVIDENCE

You will receive an email from Judge Wheless for a Dropbox Folder (AS STATED ABOVE)—You will need to add that Dropbox folder. You will be able to place all evidence in that folder. The court, probation and all attorneys will have access to the folder. The Judge will only review admitted evidence. The name of the PDF file should be the full cause number and “State’s Exhibits” “(or cause number “– “Respondent’s Exhibits”). Or if you need to email evidence, ensure you email to all parties, the court reporter ([kbounds@co.collin.tx.us](mailto:kbounds@co.collin.tx.us)) and the court officer ([rwilley@co.collin.tx.us](mailto:rwilley@co.collin.tx.us)) not later than 12:00 p.m. the day before the hearing. The subject of the email should be the full cause number and “State’s Exhibits” “(or cause number “– “Respondent’s Exhibits”). The documents must be in .pdf format. The Court cannot consider any exhibits not emailed or placed in Dropbox in a timely manner. If you fail to follow this requirement, the court reporter will not maintain these documents in the record.

## PROCEDURES FOR WITNESSES

Witnesses MUST appear by video conferencing. The attorney calling the witness is responsible for ensuring that the witness has a separate video and audio feed. Attorneys should **not** attempt to “share” a connection with a witness. All witnesses should be prepared to present a valid form of identification to verify their identity to the Court over the video feed. It is the responsibility of the attorney offering the witness to ensure that the witness has the link to the proceedings and that all exhibits are available to the witness, including those of opposing parties.

## PROCEDURES FOR HEARING

The court requests a list of email addresses for the hearing scheduled on *DATE AND TIME* in the body of the email. Judge Wheless will be scheduling the hearing (Attorneys, parties and witnesses) via ZOOM.

Please include yourself in the email list. If an email address is NOT listed in the body of the email, Judge Wheless will not be able to include them in the Zoom invite. The court does not know all the parties/witnesses/Attorneys involved in any case.

## FOR THE PUBLIC

THE OPEN COURTS PROVISION OF TEXAS LAW ALLOWS ALL TEXANS ACCESS TO COURT PROCEEDINGS. AS SUCH, ANYONE MAY EMAIL THE COURT COORDINATOR ([amarksberry@co.collin.tx.us](mailto:amarksberry@co.collin.tx.us)) or THE COURT OFFICER ([rwilley@co.collin.tx.us](mailto:rwilley@co.collin.tx.us)) OR CALL (972-548-4685) TO GET ACCESS CODES TO HEARINGS. IF YOU ARE VIEWING THE PROCEEDINGS, PLEASE MUTE YOUR CONNECTION TO PREVENT DISRUPTION TO THE PROCEEDINGS. THE PUBLIC MAY VIEW OR LISTEN TO PROCEEDINGS, BUT **VIDEO OR AUDIO RECORDING IS PROHIBITED.**