



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. The hallway access has been restored.
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**" in the subject line.
- If an attorney cannot do this electronically, the Court will have someone available to give them a date and pass slip in person at the chambers of the 417<sup>th</sup> on Mondays and Wednesdays, between the hours of 9-11 a.m.
- 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.
- 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.

## JUVENILES IN DETENTION - PLEAS

- The court will arrange remote hearings on Zoom for Agreed pleas on the following dates April 6-7, 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, and need to appear at the JDC, their appearance will be done Via Zoom at the JDC.
- Defense Attorneys will be able to either be in person with the Juvenile Respondent at the JDC or appear remotely as well as virtually visit their client. Juvenile Probation at JDC is providing iPads on each side of the glass in attorney client non-contact visitation. The detention officer 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. When there is more than one lawyer (GAL) on any case, only one lawyer should appear in person and the other should appear remotely. The Juvenile may sign the papers on Ipad or paper on their side of the glass and be scanned in by a detention officer/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

- If you intend to offer any exhibits during the hearing you need to email them 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 Exhibits”). The documents must be in .pdf format. The Court cannot consider any exhibits not emailed to the court reporter 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.

## 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 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.**