



DATE: November 1, 2024

TO: ALL DEFENSE ATTORNEYS
PRACTICING IN JOHNSON COUNTY

FROM: BILL MOORE, COUNTY ATTORNEY

RE: CHANGES TO MEMORANDUM DATED OCTOBER 21, 2016
REGARDING DISCOVERY

Dear Fellow Attorney:

This letter is intended to instruct, advise and inform all defense attorneys practicing in Johnson County of the changes to the E-Discovery portal for the County Attorney's Office. The following procedures and policies will be in effect immediately:

E-Discovery Guidelines

The County Attorney's Office has implemented the following guidelines regarding E-Discovery:

- The attorney of record on a criminal case will have electronic access to the state's file (excluding any attorney work product, privileged information, and criminal histories) through the E-Discovery portal which is located on the Johnson County website. Each prosecutor's office must have on file a letter of representation or a copy of your court appointment letter. Our offices cannot authorize access to electronic files without these documents.
- All attorneys will need to register with the E-Discovery portal to view case information. Please follow the steps in the link below to register on the system. Once you have registered you will must send an email to ediscovery@johnsoncountytexas.org and include a copy of your driver's license or government issued identification along with your bar card. These items will allow members of the County Attorney's Office to verify your identity. If you

have any issues viewing your cases, please contact the County Attorney's Office. Please add officeadmin@johnsoncountytexas.org to your contacts list in order to prevent items sent from the system from ending up in your spam or junk mail (DO NOT SEND EMAILS TO THIS ADDRESS). Use of the E-Discovery portal enables the attorney of record to access his/her pending cases at any time and from any device with Internet access.

- The link for the County Attorney's Office is <http://www.johnsoncountytexas.org/services/online-county-records/e-discovery-attorney-access>.
- Access cannot be given on any case not yet filed by the Johnson County Attorney's Office or to any case where the defendant has not been arrested.
- Only the attorney of record for a defendant may access the E-Discovery portal for a particular criminal case. Should counsel find that he/she does not have access to a particular criminal case where counsel is of record, counsel may request access through the County Attorney's Office.
- Requests for access to the E-Discovery portal made on weekends, holidays, or after 5:00 pm on regular business days will not be processed until the next business day. Counsel's access to a case will remain open until counsel is no longer the attorney of record and/or the case is disposed.
- In the event that defense counsel is inadvertently given access to a case for which he/she is not the attorney of record, counsel should refrain from accessing the case and immediately notify the Johnson County Attorney's Office.
- It is defense counsel's sole responsibility to:
 - Review his/her case discovery through the E-Discovery portal;
 - Review the discovery prior to any court hearings, status conferences, or trials for any additions or updated information;
 - Advise the County Attorney's Office if counsel believes information is missing or incomplete;
 - Schedule an appointment to review any physical evidence;
 - Request a copy of any DVD/video if it is not available on the site;
 - Advise the County Attorney's Office if there are any problems with access to the E-Discovery portal; and

Comply with article 39.14 of the Code of Criminal Procedure by redacting information including but not limited to victim and witness address, telephone number, driver's license number, social security number, date of birth, and bank account information before allowing a person to view the document. The attorney for the defendant and his or her agents may not disclose any information to others, except as provided under Article 39.14.

NOTICE: Any records relating to Child Advocacy Center and other records that by statute must remain in the care, custody, or control of the prosecutor will be made available for inspection by appointment with the County Attorney's Office.

For all requests, please allow 7-10 days for processing. Thank you in advance for your cooperation.

Sincerely,



Bill Moore
County Attorney