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27th Judicial District
Bell County, Texas

Memo

Date: March 6, 2014

To: All Attorneys

**From: Henry Garza
District Attorney**

Re: E Discovery Portal Announcement

Over the past year my office has been working with the Bell County Technology Services to build an E-Discovery Web Portal to accommodate the transfer and documentation of discovery in an electronic format. This portal has been tested by several defense attorneys. The testing has been successful and the portal is now ready to go live **March 24, 2014**. Discovery in cases after March 24, 2014 will be done electronically when a defense attorney is assigned or retained in a case and request for discovery is provided. Defense counsel will have access to cases assigned to them, and will only be able to view or download discovery on cases for which they are counsel or co-counsel. Access will be accomplished by use of a unique password created by each attorney and accessing the portal thru a web address. Access to the portal can be done on the Web from any computer, laptop, IPAD, or electronic device that supports accessing and opening PDF documents.

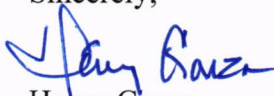
The User ID to access this portal will be the attorney's email address, so it will be necessary to make sure my office has and is kept updated with your current email address. When my office uploads discovery to the Portal on a case you are assigned to, you will receive an email notifying you that you have discovery ready for download. Notification will also be sent if there is a supplement that has been added.

Audio/Video discovery will still require you to come by the office and pickup what is being provided. Currently, the portal does not accommodate the transfer of this type of information. However, our Technology Services Department is working on a solution to ultimately allow the transfer of this type of discovery.

On March 19th, 2014, from 2:00-3:00 p.m. in Aux. Courtroom 1 at the Justice Complex, there will be a training session to explain in detail the steps necessary to access the portal. Any member of the defense bar that practices in the District Courts is invited to come and learn this new process. Additionally, staff members of your office that may be accessing the portal are also invited.

Please feel free to contact me or my office with any questions.

Sincerely,



Henry Garza
District Attorney