

Requesting Discovery

Via Wilco Discovery Request Portal (DEMs)

Once you have been granted Wilco Discovery Portal (DEMs) account access and you receive an email with your *username and password*, you may request discovery from the following webpage:

<http://www.wilco.org/Elected-Officials/Attorneys/County-Attorney/Discovery-Request>

Discovery Request Portal

Request Account Access

Request Discovery

Select the appropriate Discovery Request link

Court Appointed Attorney Log-in

Retained Attorney Log-in

If you are requesting discovery for the following cases "Hot Checks or Motion to Revoke" please use the following links below:

Hot Check Attorney Log-in

Motion To Revoke Attorney Log-in

You will be redirected to the following page to login:

I want to...

Search...

User Log In

Username:

Password:

Login

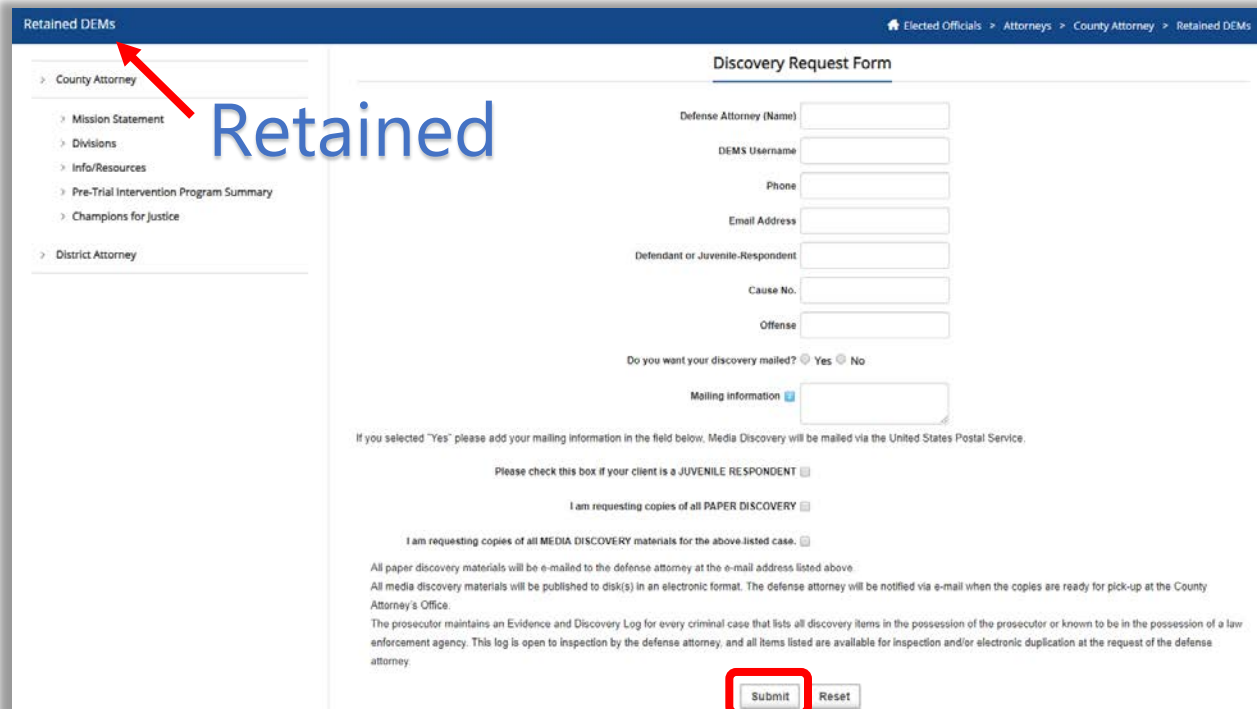
☐ Remember Login

Enter username, password, then select Login

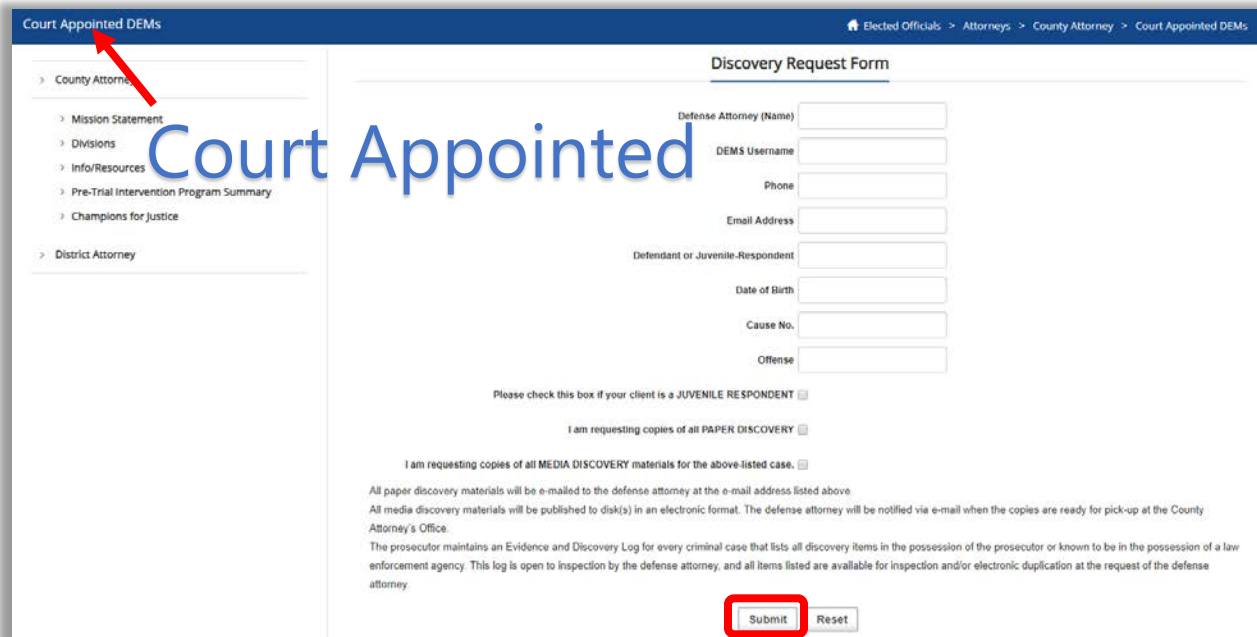
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After login, depending on your initial selection, you will be redirected to either the *Retained* or *Court Appointed Discovery Request Form*. Each form is titled at the top-left corner of the window (*Hot Check* and *Motion to Revoke Discovery Requests* will be redirected to Court Appointed Discovery Request Form regardless of designation):



The screenshot shows the 'Retained DEMS' page. A red arrow points to the 'Retained DEMS' header. A large blue text overlay reads 'Retained'. The page contains a sidebar with a tree view under 'County Attorney' including 'Mission Statement', 'Divisions', 'Info/Resources', 'Pre-Trial Intervention Program Summary', 'Champions for Justice', and 'District Attorney'. The main area is titled 'Discovery Request Form' and includes fields for 'Defense Attorney (Name)', 'DEMS Username', 'Phone', 'Email Address', 'Defendant or Juvenile-Respondent', 'Cause No.', and 'Offense'. There are radio buttons for 'Do you want your discovery mailed?' (Yes/No) and checkboxes for 'Please check this box if your client is a JUVENILE RESPONDENT', 'I am requesting copies of all PAPER DISCOVERY', and 'I am requesting copies of all MEDIA DISCOVERY materials for the above-listed case.'. A red box highlights the 'Submit' button.



The screenshot shows the 'Court Appointed DEMS' page. A red arrow points to the 'Court Appointed DEMS' header. A large blue text overlay reads 'Court Appointed'. The page layout is identical to the 'Retained DEMS' page, with the same sidebar and form fields. A red box highlights the 'Submit' button.

Complete the form ensuring all required fields are entered, then select Submit.

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If you are a *Retained Attorney*, you will be redirected to the Certified Payment webpage. Select Continue.

CERTIFIED
PAYMENTS

HOME FAQ MAKE PAYMENT SEARCH PAYMENTS BUREAU LOGIN CONTACT 1-866-539-2020

BUREAU CONFIRMATION

You have chosen the following Bureau:

WILLIAMSON COUNTY, TX CA-DISCOVERY CNT
IF YOU ARE A COURT APPOINTED ATTORNEY, CLICK THE CANCEL BUTTON.

If the above bureau is correct, click the continue button.

Cancel Back **Continue**

Enter the Cause Number and Card Type in the corresponding fields. The payment amount will auto-fill with the payment amount due. Select Continue to proceed.

CERTIFIED
PAYMENTS

HOME FAQ MAKE PAYMENT SEARCH PAYMENTS BUREAU LOGIN CONTACT 1-866-539-2020

PAYMENT AMOUNT

Please enter the amount that you wish to pay the bureau in the box provided.

WILLIAMSON COUNTY, TX CA-DISCOVERY CNT
IF YOU ARE A COURT APPOINTED ATTORNEY, CLICK THE CANCEL BUTTON.

Payment Amount Cause No.

10 19-0001-1

Add Another Payment

Select the method you would like to use to submit this payment.

Payment Method ☒ Bank Card

Card Type Visa

Discovery Fee

Cancel Back **Continue**

This concludes the how-to for Requesting Discovery via the Wilco Discovery Request Portal (DEMs). If you have any questions, please contact the Evidence Department at (512) 943-1111.