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SHAWN DICK
DISTRICT ATTORNEY
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405 M.L.K. Street, Georgetown, Texas 78626

May 16, 2019

TO: Williamson County Criminal Defense Bar
IN RE: Using *WilcoDiscovery* to Request and Receive Criminal Discovery

Our new online discovery portal, *WilcoDiscovery*, is ready for implementation and use beginning **Monday, May 20, 2019**. This system is an internet-based discovery portal for defense attorneys to request, access, and download documents, photos, and videos on all criminal cases prosecuted in Williamson County.

Creating an Account

To use *WilcoDiscovery*, you must create an account by following the *Defense Attorney Training Guide* attached to this memo. If you have already created an online account for misdemeanor discovery through the County Attorney's Office, your account information will be transferred. You will receive an email from the County giving you instructions for changing your password to complete the transfer.

Requesting Discovery

All discovery requests must be made online through the *WilcoDiscovery* portal linked to our websites. Simply click on the link "Request Discovery," fill out the form, and submit it. Please submit a separate form for each criminal transaction (i.e. per arrest). Once your discovery request is processed, you will receive an email notification telling you whether your discovery items are accessible directly through the portal or if you will receive documents via email and videos on discs for pick-up. There are no longer any fees associated with discovery.

Participating Law Enforcement Agencies

At first, only cases submitted by the Williamson County Sheriff's Office will have documents, photos, and videos accessible directly through the portal. For other agencies, you will receive discovery through email and discs that must be picked up in person at the prosecutor's office. We are diligently working with all law enforcement agencies county-wide to provide you with all criminal case discovery within the portal itself in the near future.

Viewing Discovery Within the Portal

To access your cases within the portal, click on the link "View Discovery" and sign in. Your cases will be arranged in folders where you will be able to view the documents, photos, and videos provided for that case. You may view or stream the items directly inside the portal, or you may download the items to an external location of your choosing. When new items are added to your cases, you will receive a notification via email. Please review the terms and conditions of discovery (available for viewing on our websites) for more information about how and when discovery items are made available to you along with the restrictions for third-party distribution placed on you by the Texas Code of Criminal Procedure.

Sincerely,

A handwritten signature in blue ink, appearing to read "Dee Hobbs", is written over a horizontal line.

DEE HOBBS
County Attorney

A handwritten signature in blue ink, appearing to read "Shawn Dick", is written over a horizontal line.

SHAWN DICK
District Attorney