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April 16, 2020

TO: Williamson County Criminal Defense Bar

RE: PTIP Changes for Remote Contract Signings

We have re-tooled our Pre-Trial Intervention Program (PTIP) contract procedure, creating a contract-signing process that can be done remotely. Within one week of receiving a Notice of Final Approval for PTIP, you will receive a PTIP contract to sign through the Adobe Sign web service via echosign@echosign.com. I have attached the full instructions for you and your client to follow for you to complete the PTIP contract signing remotely. If you have any questions, please contact ptip@wilco.org.

Thanks,

A handwritten signature in black ink, appearing to read "BDK", is written in a stylized, cursive script.

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SUMMARY OF PTIP CHANGES FOR REMOTE CONTRACT SIGNINGS

After you receive a PTIP Notice Final Approval, a PTIP contract will be emailed to you. The Applicant and the Defense Attorney have **thirty (30) days** from the receipt of the contract to complete the signing process:

1. Applicant and Defense Attorney must review and sign the contract

- This will be done through a weblink sent to the Applicant and the Defense Attorney via e-mail.
- The Defense Attorney must sign it first, then the PTIP contract is automatically passed to the Applicant for signature.
- Once both the Defense Attorney and the Applicant sign the contract, it is automatically sent to the County Attorney's Office.

2. Schedule an online meeting with an Assistant County Attorney

- E-mail ptip@wilco.org to request an appointment (you may request a call-back, if you prefer to schedule over the phone). Only the Defense Attorney may request the appointment.

3. Applicant must pay the PTIP fee during or immediately after the online meeting

- The fee must be paid with a credit card online or over the phone by either the Applicant or the Defense Attorney no later than **5:00 PM** the first business day after the online meeting.
- The Assistant County Attorney will then sign the PTIP contract during or immediately after the online meeting, once the program fee payment is confirmed.



PTIP CHANGES FOR REMOTE CONTRACT SIGNINGS

After you receive a PTIP Notice Final Approval, a PTIP contract will be emailed to you. The Applicant and the Defense Attorney have **thirty (30) days** from the receipt of the contract to complete the signing process:

4. Applicant and Defense Attorney must review and sign the contract

- This will be done through a weblink sent to the Applicant and the Defense Attorney via e-mail.
- The Applicant and the Defense Attorney will confer and sign the contract digitally through this link. No special software is needed.
- The Defense Attorney must sign it first, then the PTIP contract is automatically passed to the Applicant for signature.
- Once both Applicant and Defense Attorney have signed the contract, it is automatically sent to the County Attorney's Office.

5. Schedule an online meeting with an Assistant County Attorney

- E-mail ptip@wilco.org to request an appointment (you may request a call-back, if you prefer to schedule over the phone). Only the Defense Attorney may request the appointment.
- The Applicant and the Defense Attorney will be placed on a calendar for a video conference meeting via Microsoft TEAMS. A Microsoft TEAMS account is not necessary for either the Applicant or the Defense Attorney as each party will be sent an invite and a link through their e-mail.
- While a video conference is preferred for all parties, this meeting can be conducted via audio only if a party does not have a webcam or there are technical difficulties with the meeting.

6. Applicant must pay the PTIP fee DURING or IMMEDIATELY AFTER the online meeting

- The fee must be paid with a credit card online or over the phone by either the Applicant or the Defense Attorney no later than **5:00 PM** the first business day after the online meeting.
- If the Applicant cannot pay online, the Defense Attorney must pay the fee online for the Applicant.
- If the PTIP fee is paid online, use the following website to complete the payment (please enter the cause number where indicated): <https://certifiedpayments.net/index.aspx?BureauCode=7445919>
- The Assistant County Attorney will then sign the PTIP contract during or immediately after the online meeting, once the program fee payment is confirmed.

Procedures

- The CA's Office will draft and send PTIP contracts out weekly for applicants who have received final approval for PTIP.
- The PTIP contract becomes effective the day the Assistant County Attorney signs it. The Assistant County Attorney will not sign the PTIP contract until AFTER the online meeting takes place and all required payment is confirmed received.
- Once the PTIP contract is fully signed, a copy will be automatically e-mailed to the Applicant, the Defense Attorney, and TCSA.
- **Restitution.** All restitution must still be paid up front in advance of the online meeting before the Assistant County Attorney will sign the PTIP contract. If paying DPS lab fees, payment should be made at the following website (the reference number is the case number): https://certifiedpayments.net/PaymentWizard_3.aspx

Notes and Considerations

- TCSA is conducting the initial assessments and the orientation remotely.
- Applicants must go to an independent lab for the UA and submit the results to TCSA as part of the assessment process. TCSA will provide Applicant with a list of available labs to use.
- **Community Service.** All community service requirements are suspended while the State and County Emergency Disaster Orders are in effect. In the event said Orders are lifted, the community service requirement will be prorated depending on the time left on the PTIP contract.