

TRAVIS COUNTY DISTRICT ATTORNEY'S OFFICE

OFFENSE REPORT REQUEST FORM FOR CRIMINAL CASES

You must be the defendant's attorney of record and have a signed Discovery User Agreement on file with the District Attorney's Office in order to request a copy of the offense report. You may only request a copy of the specific report related to the offense for which your client is indicted.

In cases involving adult offenders, requests may be made:

- No sooner than five days after arrest on non-violent cases where the defendant IS in custody,
- No sooner than ten days after arrest on non-violent cases where the defendant IS NOT in custody, and
- After indictment on all violent cases (see Discovery Policy for listing of "violent" offenses).

On Juvenile cases, requests may be made upon the filing of the petition.

If a defendant is charged with violent and non-violent offenses stemming from the same incident, the time restrictions for violent offenses apply.

Requests made before the allowable time will be rejected and must be resubmitted at the proper time.

Requests received after 3PM will be posted as received the following day.

ATTORNEY: _____

ATTORNEY'S CONTACT INFORMATION:

PHONE NUMBER: _____

EMAIL ADDRESS (if different from address on file): _____

REPORT REQUESTED:

DEFENDANT'S NAME	CAUSE NO.	COURT	INDICTED? Y/N

In which format do you want the copy provided? _____ by email _____ paper copy
(response by email may not be available for offenses occurring prior to September 1, 2008)

___ Check if this is a supplemental request for an updated report. If so, date of first report received: _____

I certify that I am the Attorney of Record for the above-named defendant and that I am aware of and will abide by the District Attorney's policies and restrictions regarding copies of offense reports and other discovery.

Signature of Attorney: _____

DA USE ONLY:

Date Request received: _____ Response Due: _____

Sent to ADA _____ on _____ by _____

ADA action (check all that apply below):

- ___ release contents of the "Approved for Discovery" folder
- ___ release attached paper copies
- ___ request denied – denial approved by _____
- ___ can't respond within 10 days because of _____
- ___ ADA to be copied on response if by email

Action approved by ADA _____ on _____

Response sent to defense attorney on _____ by _____

Def Attorney notified of delay or denial on _____ by _____