



TARRANT COUNTY

OFFICE OF THE
CRIMINAL DISTRICT ATTORNEY
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7 August 2008

Mr. Bill Ray
President
Tarrant County Criminal Defense Lawyers Association
512 Main Street, Suite 308
Fort Worth, Texas 76102

SENT VIA U.S. MAIL & E-MAIL

Re: Changes to Media
Duplication Procedures

Bill:

With the recent completion of the DWI video library remodeling, the Tarrant County Criminal District Attorney's Office is better equipped to serve the criminal justice community in Tarrant County. In our efforts to increase our efficiency in media duplication, it is necessary for our office to make several changes in the way in which those requests are processed.

Over the past several years we have seen a significant increase in the number of requests for media duplication. The amount of information needed to locate the requested media for reproduction has also grown with the introduction of digital video systems.

We are currently in a transition period between versions of our case management system. We expect to have in production the new version during the Spring of 2009. As part of the new system, the media duplication requests will be a built in feature set. Until the new system is operational, we must have a process to handle the work load in a way that maximizes our resources allotted to those requests.

Attached you will find a copy of the new form. The form is a multi-part carbonless form that can be obtained at the library located on the third floor of the Justice Center. For attorneys whose principal office is located in Tarrant County, the original multi-part carbonless form will be required for each request made of the library. For those attorneys whose principal office is outside Tarrant County, an out-of-county request form may be faxed to the library at 817-884-2499.

Upon completion of the request, an e-mail will be sent to the address provided on the form informing the requestor that the media is ready to be picked up. The form will also be imaged into ECFS so that all who have access to that case can view exactly what has been processed for the particular case and when.

For those who wish to view the media in our library, we have two viewing rooms available from 8 AM to 4:15 PM each workday. We feel confident that these new steps will help us keep pace with the increase demand we have experienced over the last several years for media duplication.

We would ask that you please forward the electronic version of this letter and the attachments to your membership. The new policy will take effect on Monday, August, 11, 2008.

Respectfully,

TIM CURRY
CRIMINAL DISTRICT ATTORNEY
TARRANT COUNTY, TEXAS



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