



PROSECUTOR'S OFFICE, THE CITY OF FORT WORTH  
1000 THROCKMORTON STREET  
FORT WORTH, TEXAS 76102

TEL: (817) 392.7629

FAX: (817) 392.6207

August 20, 2015

RE: Discovery Requests Pursuant to Texas C.C. P. Art. 39.14

A written letter addressed to the Prosecutor's Office is required for the "timely request" for discovery under Texas C.C. P. Article 39.14, in order that this office may start the discovery process. The letter may be served on this office by U.S. mail, by facsimile to 817-392-6207 or 817-392-8359 or by hand delivery to the Prosecutors, City Attorney's Office, 4<sup>th</sup> Floor, 1000 Throckmorton, Public Safety and Courts Building, Fort Worth Texas 76102. The office is open Monday through Friday from 8:00 a.m. to 12:00 Noon. Any general request in a letter of representation made to the court or clerk of the court is insufficient as a request for discovery.

Upon confirming that you are the attorney of record in the case, our office will begin the process of providing discovery under the statute.

You will receive notice from a prosecutor via email when the discovery packet is ready to be picked up. An Acknowledgement of Receipt of the Discovery must be signed by the attorney of record or their employee upon receipt of the discovery packet. This acknowledgment will be scanned into the docket history of the case. We will not release any discovery to your client or any third party. We will make a digital or electronic copy of evidence once you provide our office with an unopened flash drive or disc. Please bring the email with you when you come to pick up your packet.

If there is a substitution of counsel during the pendency of your client's case, the outgoing attorney must turn over any copies of digital recordings provided to them by our office. The incoming attorney will not receive a new set of recordings.

It is important for all parties in the case that the procedure above is followed.

Loretta Stone

Chief Prosecutor