



SUSAN HAWK
CRIMINAL DISTRICT ATTORNEY
DALLAS COUNTY, TEXAS

Grand Jury Presentation Procedures, effective September 1, 2015

We work to ensure the equitable administration of justice in all cases. In an effort to further streamline processes that ensure fairness and truthfulness, defense presentations may be made to the grand juries in written form only. Packets may be presented to the Grand Jury Division at **any time** after the case has been delivered to the District Attorney's Office from the law enforcement agency, **as long as** the packets are submitted to the Grand Jury Clerk (at the window on the 11th floor of the Frank Crowley Courts Building) at least 2 business days in advance of the grand jury hearing.

Packets will be scanned into TechShare.Prosecutor/ACMS and given to the attorney presenting the case to the Grand Jury. **Defense attorneys are encouraged to submit their packets as soon as possible rather than waiting for the grand jury hearing date or file date to appear on Forvus.** Because packets will be accepted prior to cases being set for grand jury and before the file date appears on Forvus, we will no longer hold a case, thus delaying presentation for a defense packet to be prepared, absent exceptional circumstances.

Attorneys are welcome to reduce to writing anything that they believe would be helpful to the grand jury members in their deliberations. If fact witnesses have information that they would like to provide to the Grand Jury, those factual statements should be submitted in the form of sworn affidavits with requisite notarization. The notary's name and contact information (phone number, email address, and notary number) should also be provided. **Packets containing unsworn factual statements will not be presented.**

If a defendant or any other fact witness wishes to testify, please have the witness sign in with the grand jury bailiff no later than 10 a.m. the morning of the hearing. If the defendant or a witness is in jail, please notify the grand jury bailiff at least 2 business days in advance of the grand jury hearing, so that the witness/defendant may be ordered from the jail and proper accommodations made.

The Grand Jury – Intake Division