

Members of the Defense Bar:

On October 1, 2017, the Montgomery County District Attorney's Office converted from paper to electronic case files. This letter is intended to help you with the transition. We are also available to answer any questions you may have by email, in person or by telephone.

Please note: For any case filed after October 1, 2017, you will no longer have access to a paper file from the the District Attorney's Office.

Registry with Tyler Odyssey

The DA's Office currently uses a web-based computer program called Tyler Odyssey (Odyssey) to access case files. Odyssey now has a defense portal which will allow you to access cases.

To use Odyssey, you first must register. Once you register, documents and other information will be sent to you through the portal and you will be notified by email.

To register, go to this link <http://portal.mctx.org/ody-portal>. Instructions to help you register are attached. We will be notified when you have registered. We will quickly grant you access to the defense portal.

Letters of Representation

After you have registered with Odyssey, you must notify the DA's Office that you represent a specific client for specific charge or charges.

Once you have given us a letter of representation for a specific client, you will receive discovery on that specific case.

You must send your letters of representation to this email: repletter@mctx.org

Sending a letter of representation to the clerk's office will not trigger discovery. You must send your letter to the address provided.

Media

Not all discovery can be electronically sent to you. There are some items, like videos, that we will physically provide to you. If media in a case filed after October 1, 2017 exists, we will notify you through the portal. After you have been notified through the portal that media exists, you will then send the attached request form to this address: dadiscovery@mctx.org

You can pick up your media at the Intake window 2 business days after sending your emailed request.

If you have not received a media notification within a reasonable amount of time for media that you need, please contact the prosecutor handling the case.

In Court

If you want to review a case while in court, you will need an appropriate electronic device to do so. Importantly, you can access the defense portal prior to arriving in court and save those documents for viewing. If you have internet access on your device, you can view the case file without first saving

the documents. Please note: The wi-fi services in the courtroom are not always reliable, so you may prefer to save documents in advance of coming to court.

For cases filed prior to October 1, 2017, paper copies of the file will still be available including the media.

Storage

This Odyssey discovery portal system is not designed to store your files. The best practice is to save files to your device, an external hard-drive, or to a cloud-based storage system. 7 days after a case has been disposed of, the case will no longer be accessible by you on Odyssey.

Other Matters:

We recommend you prepare for the transition by ensuring you have the appropriate electronic devices to access and view documents on Odyssey. We understand that there will be challenges as we work through this transition, and we stand ready to help you navigate this change. We ask you to bear with us through this process.

Should you have problems with registering, please contact Lyndsee Speakmon at lyndsee.speakmon@mctx.org or at 936-539-7800.

Thank you.