



KELLY HIGGINS
Criminal District Attorney
Hays County Government Center
712 South Stagecoach Trail, Suite 2057
San Marcos, Texas 78666
(512) 393-7600 FAX (512) 393-7619

PRO SE DISCOVERY REQUEST FORM

Please print when completing entire form. Missing or unreadable information could cause a delay in your request.

Name: _____ Phone Number: _____ Date: _____

E-Mail Address:

[illegible]

Offense(s): _____

☐ Felony ☐ Misdemeanor

☐ A ☐ B ☐ C

Cause No(s). _____

SUBMITTING YOUR DISCOVERY REQUEST

This discovery request may be mailed to the Hays County Criminal District Attorney's Office ("HCDA") physical address listed above or submitted in person with the receptionist during normal business hours, Monday through Friday, 8:00 a.m. to 5:00 p.m. Once your discovery request form has been submitted as directed, you will be contacted within 10 days to set up the appointment to inspect and review the discovery/evidence in your case(s). Do not just appear without an appointment at the HCDA to review and inspect your discovery/evidence.

REVIEWING YOUR DISCOVERY/EVIDENCE

Once you have accurately completed and submitted this *Pro Se* Discovery Request form, a HCDA representative will email you at the address provided above to set up a mutually convenient appointment for you to appear at the HCDA to inspect and review the discovery/evidence in your case(s). Pursuant to C.C.P. § 39.14(d), the HCDA will **not** provide you copies of the discovery/evidence to keep. C.C.P. § 39.14(d) states: “In the case of a pro se defendant, if the court orders the state to produce and permit the inspection of a document, item, or information under this subsection, the state shall permit the pro se defendant to inspect and review the document, item, or information but is not required to allow electronic duplication as described by Subsection (a).” You will be provided as much time as you need to review the discovery/evidence in your case(s). You will be allowed to set up more than one appointment, if necessary.