

## Process for Emailing Class C Reductions

Attorneys are asked to submit the Reduction of Charges Agreement stating they would like to initiate the process of their filing to [JP5Reduction@traviscountytx.gov](mailto:JP5Reduction@traviscountytx.gov)

There will be a series of emails exchanged to complete your request remotely.

1. Attorneys are asked to submit the Reduction of Charges Agreement Form stating they would like to initiate the process of their filing to [JP5Reduction@traviscountytx.gov](mailto:JP5Reduction@traviscountytx.gov). Please put your client's full name on the subject line.
2. A clerk will respond and attach a blank complaint that corresponds to the charge listed on the Reduction of Charges Agreement Form. Attorneys are asked to complete the complaint and return it to [JP5Reduction@traviscountytx.gov](mailto:JP5Reduction@traviscountytx.gov) as soon as possible.
  - a. Either a notary or a clerk of the court must swear you to this complaint. If you are unable to return the complaint notarized, a clerk of the court will need to call you. **In your emailed response with the complaint attached, provide us with a number where you can be reached if the form needs to be notarized.**
3. Shortly after we receive your response, you will receive a 2<sup>nd</sup> email with a plea or deferral form attached. Please fill out the document and return it to [JP5Reduction@traviscountytx.gov](mailto:JP5Reduction@traviscountytx.gov) as soon as possible to expedite the process.
4. In conclusion, you will receive a 3<sup>rd</sup> (final) email with a completed copy of the complaint, reduction, and plea/deferral/judgment.

The clerk will attach a copy of Judge Chu's Standing Orders regarding Class C Reductions & Community Service Hours.

Please understand if at any time during this request we do not receive required documents or a response, this may result in cancellation of your filing and subject to refiling with our court.

If you have questions any time during this process, you may contact our office at [JP5Reduction@traviscountytx.gov](mailto:JP5Reduction@traviscountytx.gov) or 512-854-9049.