DISTRICT & COUNTY ATTORNEY INTAKE FORM
HUNT COUNTY, TEXAS

ONE DEFENDANT & ONE AGENCY CASE NUBMER PER FORM

DISTRICT ATTORNEY _____

COUNTY ATTORNEY _____

Defendant:			
Race:	Sex:	DOB:	DL#:

Agency:	
Agency Case #:	
Investigator:	
Reporting Officer	
Offense Date:	
Arrest Date:	

WARRANT REQUESTED:
☐ **YES**
☐ **NO**

CHARGE 1:

Offense:		
Code: Statute: §	Degree: **FELONY** ☐ SJ ☐ 3RD ☐ 2ND ☐ 1ST ☐ CAPITAL **MISDEMEANOR** ☐ A ☐ B	
Victim Name:	Restitution: ☐ **YES** ☑ **NO**	Amount: **$**
THIS SECTION SHALL BE COMPLETED BY THE PROSECUTOR'S OFFICE:		
CONTROL #:	Charge Decision: __ **ACCEPT** __ **REJECT - Reason #_____**	

CHARGE 2:

Offense:		
Code: Statute: §	Degree: **FELONY** ☐ SJ ☐ 3RD ☐ 2ND ☐ 1ST ☐ CAPITAL **MISDEMEANOR** ☐ A ☐ B	
Victim Name:	Restitution: ☐ **YES** ☐ **NO**	Amount: **$**
THIS SECTION SHALL BE COMPLETED BY THE PROSECUTOR'S OFFICE:		
CONTROL #:	Charge Decision: __ **ACCEPT** __ **REJECT - Reason #_____**	

CHARGE 3:

Offense:		
Code: Statute: §	Degree: **FELONY** ☐ SJ ☐ 3RD ☐ 2ND ☐ 1ST ☐ CAPITAL **MISDEMEANOR** ☐ A ☐ B	
Victim Name:	Restitution: ☐ **YES** ☐ **NO**	Amount: **$**
THIS SECTION SHALL BE COMPLETED BY THE PROSECUTOR'S OFFICE:		
CONTROL #:	Charge Decision: __ **ACCEPT** __ **REJECT - Reason #_____**	

CHARGE 4:

Offense:		
Code: Statute: §	Degree: **FELONY** ☐ SJ ☐ 3RD ☐ 2ND ☐ 1ST ☐ CAPITAL **MISDEMEANOR** __ A __ B	
Victim Name:	Restitution: ☐ **YES** ☐ **NO**	Amount: **$**
THIS SECTION SHALL BE COMPLETED BY THE PROSECUTOR'S OFFICE:		
CONTROL #:	Charge Decision: __ **ACCEPT** __ **REJECT - Reason #_____**	

CHARGE 5:

Offense:		
Code: Statute: §	Degree: **FELONY** ☐ SJ ☐ 3RD ☐ 2ND ☐ 1ST ☐ CAPITAL **MISDEMEANOR** ☐ A ☐ B	
Victim Name:	Restitution: ☐ **YES** ☐ **NO**	Amount: **$**
THIS SECTION SHALL BE COMPLETED BY THE PROSECUTOR'S OFFICE:		
CONTROL #:	Charge Decision: __ **ACCEPT** __ **REJECT - Reason #_____**	

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CO-DEFENDANT(S): ____ **YES** ____ **NO**
CO-DEFENDANT NAME(S): _____

GENERAL CASE SUBMISSION:

- ☐ Offense Report
- ☐ Supplemental Report(s) *from ALL responding officers*
- ☐ IN CAR VIDEO *from all units*
- ☐ BODY CAM *from ALL responding officers*
- ☐ PHOTOS *printed & on CD*
- ☐ 911 call(s)
- ☐ Rap sheet, full CCH and DL Record
- ☑ Victim's affidavit(s)
- ☑ Victim's video interview
- ☐ Witness affidavit(s)
- ☐ Witness video interview
- ☐ Evidence Log(s)
- ☐ Voluntary Written Statement(s) from suspect
- ☐ Voluntary Video Statement(s) from suspect

CASE SPECIFIC SUBMISSION:

- ☐ Intoxilizer Room Video
- ☐ Medical Record(s)
- ☐ Accident/Crash Report
- ☐ AMR Report/Records
- ☐ Photo Line Up(s)
- ☐ Crime Scene Diagram
- ☐ Surveillance videos
- ☐ Copy of Protective Order
- ☐ Copy of Criminal Trespass Notice
- ☐ Search Warrant & Return
- ☐ Search Warrant Photos(s)
- ☐ Search Warrant Video(s)
- ☐ Arraignment Sheets
- ☐ Chain of Evidence
- ☐ SANE Exam
- ☐ CAC Video(s)
- ☐ MVD Registration(s)
- ☐ Pawn Shop copies
- ☐ Property Hearing(s)
- ☐ Property Release(s)
- ☐ Property Seizure(s)
- ☐ Professional Estimate of Loss
- ☐ Receipt(s) of Loss
- ☐ Magistrate Warrant Issued
- ☐ Warrant Number

LAB REPORTS:

Autopsy Report:	☐ Yes ☐ No	Lab Report #:
Forensic Bio:	☐ Yes ☐ No	Lab Report #:
Trace Analysis:	☐ Yes ☐ No	Lab Report #:
Firearms:	☐ Yes ☐ No	Lab Report #:
Latent Print:	☐ Yes ☐ No	Lab Report #:
DNA:	☐ Yes ☐ No	Lab Report #:
Toxicology:	☐ Yes ☐ No	Lab Report #:
Controlled Sub:	☐ Yes ☐ No	Lab Report #:
Alcohol:	☐ Yes ☐ No	Lab Report #:
Breath Test:	☐ Yes ☐ No	Intoxilizer Results : ,

ADDITIONAL NOTES:

_____

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_____

Defendant:
Agency Case #:

ATTORNEY: _____

Appointed: Y / N DATE:_____

DISTRICT & COUNTY ATTORNEY INTAKE FORM
HUNT COUNTY, TEXAS

Texas Code of Criminal Procedure 39.14 Compliance Statement

I, _____ *(printed name)*, certify that the material provided with the filing of this case constitutes all offense reports, any designated documents, papers, written or recorded statements of the defendant or a witness, including witness statements of law enforcement officers, or any designated books, accounts, letters, photographs, or objects or other tangible things that constitute or contain evidence material to any matter involved in the action and that are in the possession, custody, or control of this agency and any other law enforcement agency involved in this case. I further understand that any further information obtained at a later date will be turned over to the State promptly. **Recorded jail phone calls may exist but are not included unless noted**

_____

Law Enforcement official filing case

I, _____ (*printed name*), certify that any exculpatory, impeachment, or mitigating document, item, or information in the possession, custody, or control of this agency that tends to negate the guilt of the defendant or would tend to reduce the punishment for the offense charged has been provided.

_____

Law Enforcement official (certified peace officer or civilian) for agency

DISTRICT & COUNTY ATTORNEY INTAKE FORM
HUNT COUNTY, TEXAS

THIS SECTION FOR USE BY THE PROSECUTOR'S OFFICE:

REJECTION REASONS:

1. INSUFFICENT EVIDENCE TO OBTAIN CONVICTION
2. DOES NOT MEET ELEMENTS OF OFFENSE CHARGED
3. NO LEGAL BASIS FOR STOP OR CONTACT
4. VICTIM REFUSES TO COOPERATE / OR NON-PROS
5. MUTUAL COMBAT
6. SHOULD BE FILED AS A CLASS C
7. OTHER: _____
8. DEFENDANT HAS PLEAD TO ANOTHER CASE AS PART OF A PLEA
9. DEFENDANT IS COOPERATING WITH LAW ENFORCEMENT
10. UNABLE TO OBTAIN REQUESTED ADDITIONAL PAPERWORK
11. INCOMPLETE INVESTIGATION
12. IN THE INTEREST OF JUSTICE
13. CASE FORWARD TO COUNTY ATTORNEY FOR MISD PROSECUTION
14. CASE FORWARD TO DISTRICT ATTORNEY FOR FELONY PROSECUTION
15. 12.45 INTO FELONY CASE

NOTES:

_____

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REVIEWED BY INVESTIGATOR: _____ ***ON*** ____/____/_____

REVIEWED BY ATTORNEY: _____ ***ON*** ____/____/_____

FILED BY: _____ ***ON*** ____/____/_____

Defendant:
Agency Case #:

ATTORNEY: _____

Appointed: Y / N DATE:_____