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CRIMINAL DISTRICT ATTORNEY  
DALLAS COUNTY, TEXAS

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## **PRE-TRIAL INTERVENTION (PTI) AGREEMENT RESOURCE PACKET**

### **MISDEMEANOR**

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#### ***What is a Pre-Trial Intervention Agreement?***

A Pre-Trial Intervention (PTI) Agreement is a voluntary contract agreement between you and the Dallas County District Attorney's Office. The contract agreement includes certain conditions that are required in order to fulfill the agreement specific to you and your offense. The contract/agreement is signed by the 1) prosecutor, 2) your attorney, and 3) you. Once all conditions are completed, your offense(s) will be dismissed by the Dallas County District Attorney. You will be eligible to file for an immediate expunction so that you will not have a criminal record which can prevent you from obtaining a job, getting a license, or renting an apartment.

#### ***What is the FIRST thing I should do?***

##### **Before you sign the PTI Agreement:**

1. Have your \$120 Supervision Payment ready or
2. Complete an Application for Waiver of Supervision Fee (Form at end of this packet) You or your attorney may bring the form with the supporting documentation to CSCD on the 9th floor for review or email it to [Carla.Wiley@dallascounty.org](mailto:Carla.Wiley@dallascounty.org)
3. CSCD MUST have this information and review it prior to you signing the PTI contract so it is determined whether or not the fee has been waived or reduced.
4. Obtain Approval Form of waiver/reduction of supervision fee from CSCD. If denied, be prepared to bring your \$120 payment when you sign your PTI Agreement.

##### **Signing the PTI Agreement:**

1. Bring your \$120 payment or confirmation of waiver/reduction of supervision fee to your attorney.
2. Your attorney will then take the documentation to the prosecutor.
3. The prosecutor will generate the PTI Agreement and give the document to your attorney.



4. You will sign the PTI Agreement and give the document back to your attorney.

Please do not sign for your PTI agreement unless you have your \$120 Supervision Payment or have already received approval of a waiver/reduction of that fee from CSCD.

5. The attorney and prosecutor will then sign the document and file it with the court.
6. You will receive a copy of the PTI Agreement.

#### **After you sign your PTI Agreement**

1. Report immediately to the Probation/CSCD Office (across from the Public Defender's Office) on the 9th Floor of the Frank Crowley Courthouse with the signed PTI Agreement, Data Sheet, Supervision Payment (\$120) or Approval of Waiver/Reduction from CSCD.
2. Once this is complete, you will then follow up with the Court Probation Officer as they will supervise your PTI Agreement for the duration of the term.

#### **What exactly do I have to do?**

The agreement you signed included specific conditions that you will need to complete by the expiration date of the contract agreement. PLEASE NOTE, if your agreement includes classes you need to complete the EXACT class specified on your agreement. You may choose the agency where you complete the class, but the class needs to meet the requirements on your PTI Agreement and below in the "Community Resources" section. No substitution of classes will be accepted. For example, if you are required to complete a Drug Offender Education Program (DOEP) class, you can choose where you complete the class, but it needs to be DOEP and not Life Skills and it must be a 15-hour class. You can start completing the conditions immediately after you sign the contract. It is up to you to complete all conditions timely and provide confirmation to your Probation Officer

#### **When can I start the Pre-Trial Intervention Agreement?**

You should start completing the conditions immediately after you sign the contract.

#### **How long is my Pre-Trial Intervention Agreement?**

The Pre-Trial Intervention Agreement will be set for 2 months from the date you signed the agreement. The exact time for your agreement will be stated on the contract that you sign and will be considered the contract agreement's expiration date.

#### **What if I complete all my conditions before the expiration date?**

Great! You are a go-getter but dismissal of your case(s) will not occur until the expiration date.



### ***What happens if I don't complete the required conditions?***

Failure to complete all conditions by the set expiration date may result in regular prosecution of your case(s).

### ***What fees are required?***

- 1) PTI Agreement Program Fee (to DA) - \$250
- 2) Supervision Fee (to Probation) - \$120 (additional \$60 for each month after 2 months)
- 3) If applicable, restitution (to DA for victim restoration)

### ***How do I make a payment for fees and/or restitution owed?***

#### ***PTI Agreement Program Fees***

Payments will need to be physically made at the address below. Payments can NOT be made over the phone or online at this time. You will need to take a copy of the signed PTI Agreement with you when you make the payment. Acceptable forms of payment are cashier's check, money order, or credit card (2.15% processing fee). If using a credit/debit card, the cardholder must be present with ID to process the payment. Cashier's check and money orders need to be payable to the Dallas County Criminal District Attorney's Office. Payments may be made in installments but must be paid in FULL by the expiration of the Pre-Trial Intervention Agreement. You are responsible for providing all payment receipts to the Court Probation Officer.

*Dallas County Criminal District Attorney's Office  
Frank Crowley Courts Building  
Check Division – 11<sup>th</sup> Floor*

#### ***Supervision Fees***

Report in person to the Probation/CSCD Office on the 9<sup>th</sup> Floor immediately after signing your PTI Agreement to pay the \$120 probation supervision fees. Acceptable forms of payment are either credit card (\$3.54 transaction fee), with a valid ID, or money order.

#### ***Restitution (if applicable and a condition of your agreement)***

You will need to report in-person to court and speak with the Court Probation Officer in order to submit a payment for restitution. This payment requires a different form and submission of fees in the same form and place as the PTI Agreement Program Fee.

### ***What if I can't afford to pay the fees and/or restitution?***

In case of financial struggles, the ADA assigned to your case may waive or reduce your PTI Program Fee. An ADA may NOT waive your PTI Supervision fee. You may complete an Application for Waiver form with Probation (CSCD) to determine eligibility and approval for waiver/reduction of fees. The form is attached to the end of this packet. The attorney or client may bring the form with the supporting documentation to the 9<sup>th</sup> floor for review or they may email it to [Carly.Wiley@dallascounty.org](mailto:Carly.Wiley@dallascounty.org). CSCD must have this information and review it prior to the client signing the PTI contract.



***If I don't complete the Pre-Trial Intervention Agreement will I get my money back for the program fee I paid??***

No, if you do not successfully complete the agreement you will not be reimbursed any fees you paid toward for the Pre-Trial Intervention Agreement.

***Do I have to appear in court?***

Having to appear in court while on a Pre-Trial Intervention Agreement varies by the court in which your case is assigned. Please stay in close contact with the Court Probation Officer so you know if the judge in your court is requiring you to appear for court hearings.

There is no need to meet in-person with the District Attorney Office's as all documentation may be submitted to the Court Probation Officer.

***Will my attorney be contacted during the Pre-Trial Agreement?***

The defense attorney checks in with the prosecutor at 30 and 60 days.

***Where do I send proof that I completed the conditions?***

You will need to send all documentation to your attorney AND Court Probation Officer.

***What if I need help getting an ID?***

If you need assistance getting an ID, the Stewpot (1835 Young Street, Dallas, TX, 214.746.2785, email: [Info@thestewpot.org](mailto:Info@thestewpot.org)<https://thestewpot.org>) can help you. They are open Monday – Friday, from 8am to 4pm and services are first come, first served. *Instructions: Bring any documents (i.e birth certificate, copy of ID, social security card) you already have, if you do not have any identifying documents, they can assist you in obtaining them.*

***How do I confirm my employment?***

You will need to submit a paystub or W2. If you are unable to submit a paystub or W2, you will need to contact the Court Probation Officer.

***How do I confirm education?***

You will need to submit GED, report card(s), diploma, or a formal letter of enrollment (including letterhead) from your education program or formal class schedule including your name and dates of enrollment.

***How do I sign up for a required class?***

You can choose whatever agency you prefer for completing required classes. However, the class needs to meet specific requirements if listed. For example, the Drug Offender Education Program (DOEP) needs to be a 15-hour class. The Marijuana Intervention Program needs to be a 12-week class. In the "Community Resources" section below are referrals for the various classes that may be required for your PTI Agreement. The list provided is only recommendations. You may complete required classes elsewhere, but they must meet the specific class and duration requirements that are listed in this section.



### ***What do I do if a Urine Analysis (UA) condition is required?***

You will need to report to the Probation Department on the 8<sup>th</sup> floor of the Frank Crowley Courthouse to submit a UA. If more than one UA is required, a minimum of three weeks between tests is required. Meaning, you have to wait three weeks between each testing.

### ***What if I have more questions?***

Please contact your Defense Attorney for any questions prior to the PTI Agreement being signed. Once the PTI Agreement is completed, please contact your Probation Officer with questions or concerns.

## **COMMUNITY RESOURCES**

(This is not meant to be an exhaustive list)

### ***Drug Education Offender Program (DOEP) – (15-hour class required)***

Integrated Psychotherapy Services (IPS) – 214.331.1200

2121 Main Street Suite 100, Dallas, TX 75201

<https://ipsrecovery.com/>

Achieve Counseling and Education Services – 469.795.1571

[www.https://www.acesntx.com/](http://www.acesntx.com/) (Plano, Richardson, & McKinney)

Addicare (Spanish-speaking services available)– 972.278.4760

[www.addicare.com](http://www.addicare.com) (Garland & Dallas)

Genesis Counseling Associates – 214.350.2223

[www.genesistx.org](http://www.genesistx.org) (Dallas)

Opportunities Counseling Center (Spanish-speaking services available)– 817.360.2983

[https://www.occdfw.com/](http://www.occdfw.com/) (Fort Worth, Grand Prairie, & Dallas)

Guiding Minds – 214.613.6999

<https://www.guidingmindsed.com/> (Dallas)

### ***Parenting Class***

Anthem Strong Families – 214.426.0900

<https://anthemstrongfamilies.org/> (Dallas)

Family Compass - 214-370-9810

<https://familycompass.org/> (Dallas)



Bee Services – 214.458.5000

[www.beeservices.net/](http://www.beeservices.net/) (Carrollton, Plano, & Lewisville)

Addicare (Spanish-speaking services available)– 972.278.4760

[www.addicare.com](http://www.addicare.com) (Garland & Dallas)

Animo Education and Counseling (Spanish-Speaking services available)– 817.274.3983

<https://animoeducationandcounseling.com/> (Dallas, Arlington, Ft Worth, & Haltom City)

### Vocational Skills Class

Anthem Strong Families – 214.426.0900

<https://anthemstrongfamilies.org/> (Dallas)

Wilkinson Center – 214.821.6380

<https://www.thewilkinsoncenter.org/>

Oasis Center - 214.426.0902

<http://www.oasisctr.org/>

### Life Skills Class

Adult Enrichment Services - .972.372.4405

<https://aesresourcesgroup.org/> (Dallas)

Animo Education and Counseling (Spanish-Speaking services available)– 817.274.3983

<https://animoeducationandcounseling.com/> (Dallas, Arlington, Ft Worth, & Haltom City)

The Polo Group – 972.906.9112

<https://thepologroup.org/services> (Dallas, Denton, and & Ellis Counties)

Guiding Minds – 214.613.6999

<https://www.guidingmindsed.com/> (Dallas)

### Financial Literacy Class

Adult Enrichment Services - .972.372.4405

<https://aesresourcesgroup.org/> (Dallas)

Anthem Strong Families – 214.426.0900

<https://anthemstrongfamilies.org/> (Dallas)

### GED Class

Adult Enrichment Services - .972.372.4405



<https://aesresourcesgroup.org/> (Dallas)

Work Ready U Program (DCCCD) – 214.860.5817

<https://workforce.dcccd.edu/training/pages/workreadyu.aspx>

Wilkinson Center – 214.821.6380

<https://www.thewilkinsoncenter.org/>

Dallas Public Library

- <https://dallaslibrary2.org/adultlearning/>

### Weapons Education Safety Training (WEST) Class

<https://texascourtclasses.com/gun-safety-course/>

Recovery Monitoring Solutions - 214.819.1400

<https://recoveryms.com/>

The Polo Group – 972.906.9112

<https://thepologroup.org/services> (Dallas, Denton, and & Ellis Counties)

<https://teex.org/class/let573/>

### Marijuana Intervention Program (12-hour minimum program required)

Bee Services – 214.458.5000 (6 sessions/2 hr weekly)

[www.beeservices.net/](http://www.beeservices.net/) (Carrollton, Plano, & Lewisville)

Integrated Psychotherapy Services (IPS) – 214.331.1200 (12 sessions/2 hr weekly)

<https://www.ipsrecovery.com/>

Opportunities Counseling Center – 817.360.2983 or 214.708.7779 (6 sessions/2 hr weekly)

<https://www.occdfw.com/mockingbird>

First Choice Social Services – 972.468.0631 (12 sessions/1 hr weekly)

<https://firstchoicesocialservices.org/our-programs/substance-abuse-treatmentcounseling/>

Guiding Minds - 214.613.6999 (12 sessions/1 hr weekly)

<https://www.guidingmindsed.com/marijuana-education>

Genesis Counseling Associations - 214-350-2223, 2636 (12 sessions/1.5 hr weekly)

<http://genesistx.org/intervention-programs/thinking-for-a-change/>

Walnut Hill Ln, Suite 345 Dallas, TX 75229



## Anger Management Program

Bee Services – 214.458.5000

[www.beeservices.net/](http://www.beeservices.net/) (Carrollton, Plano, & Lewisville)

Recovery Monitoring Solutions - 214.819.1400

<https://recoveryms.com/> (Dallas)

Opportunities Counseling Center- 817.360.2983/214.708.7779

<https://www.occdfw.com/> (Dallas, Fort Worth, Grand Prairie)

The Polo Group – 972.906.9112

<https://thepologroup.org/services> (Dallas, Denton, and & Ellis Counties)

Genesis Counseling Associations - 214-350-2223, 2636

<http://genesistx.org/intervention-programs/thinking-for-a-change/>

Walnut Hill Ln, Suite 345 Dallas, TX 75229

### Anti-Theft Intervention Education Class (4-hour class required)

<https://www.gjrsclasses.com> (online option)

<http://www.offendersolutions.com> (online option)

Genesis Counseling Associates – 214.350.2223

[www.genesistx.org](http://www.genesistx.org) (Dallas)

Opportunities Counseling Center (Spanish-speaking services available)– 817.360.2983

<https://www.occdfw.com/> (Fort Worth, Grand Prairie, & Dallas)

Guiding Minds – 214.613.6999

<https://www.guidingmindsed.com/> (Dallas)

### Street Racing Kills Reckless Driving Intervention Program (2-hour online)

\*No Class Substitutions allowed, the specific class below is the ONLY acceptable class allowed for this requirement.

<https://streetracingkills.org/reckless-driving-intervention-program/>

### Batterers Intervention Prevention Program (BIPP)


Opportunities Counseling Center (Spanish-speaking services available)– 817.360.2983

<https://www.occdfw.com/> (Fort Worth, Grand Prairie, & Dallas)

Chance 2 Change (Spanish-speaking services available)– 214.772.0226

<https://www.chance2changeservices.com/> (Dallas)





Bee Services – 214.458.5000

[www.beeservices.net/](http://www.beeservices.net/) (Carrollton, Plano, & Lewisville)

First Choice Social Services – 972.468.0631

<https://firstchoicesocialservices.org/> (Desoto, Dallas, Waxahachie, Greenville, & Duncanville)



## Application for Waiver/Reduction of Supervision Fee for Misdemeanor Pre-Trial Intervention

<b>Name:</b>	<b>Phone #</b>
<b>DOB:</b>	<b>Address:</b>
<b>Cause#:</b>	<b>Court:</b>

<b>Size of Family Unit (residing in home)</b>		
<b>Name:</b>	<b>Age:</b>	<b>Relationship:</b>

Monthly Income		Necessary Monthly Expenses	
Your Salary		Rent/Mortgage	
Spouse's/Other Salary		Utilities (gas, electric, water, etc.)	
SSI/SSDI		Transportation/auto	
Food Stamps		Food, clothing, gas	
Child Support		Medical expenses	
Other Income		Child Support	
		Child Care	
<b>Total Income*</b>		<b>Total Necessary Expenses*</b>	

\*\*\*\*Verification of the above income and expenses is required for you and any adult in the household who contributes to your income and expenses. Applications received without supporting documentation will not be considered for fee waiver/reduction.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_