

**ZACHOR & THOMAS, P.S.**

PROSECUTING ATTORNEY  
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H. JAMES ZACHOR, JR  
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**RE: Requests for Discovery**

Requests for discovery are to be directed to the Office of the Prosecuting Attorney by MAIL. For traffic infraction matters, discovery will be provided pursuant to the Infraction Rules for Courts of Limited Jurisdiction [IRJJ]. For criminal matters, discovery will be provided pursuant to the Criminal Rules for Courts of Limited Jurisdiction [CrRLJ] If you have been appointed counsel or intend to hire your own attorney, discovery will be provided to your attorney.

Should you intend to represent yourself, your discovery request must be in writing and must contain the following information:

1. Your full name.
2. Your case number.
3. The address where discovery is to be mailed to you.
4. What discovery materials you are requesting.
5. The date of your request.
6. Your signature.
7. A stamped, self-addressed envelope.

**Please file the Original discovery request with the COURT. A copy of your request MUST be MAILED to the PROSECUTOR'S OFFICE. THE PROSECUTING ATTORNEY DOES NOT ACCEPT FAX REQUESTS. Upon receipt of your written discovery request, the Office of the Prosecuting Attorney will mail discovery to the address you have provided. Please allow 14 days for receipt of requested discovery materials.** The prosecutor's office is not able to provide discovery the same day it is requested.

**THE PROSECUTING ATTORNEY'S OFFICE IS NOT OPEN TO THE PUBLIC.**

This notice is provided as a courtesy to those individuals who are NOT represented by legal counsel. The Office of the Prosecuting Attorney cannot and will not provide legal advice to you about your case.

Very Truly Yours,

Zachor & Thomas, Inc. P.S.  
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