

County Criminal Courts Attorney Appointment Application Checklist

1. Complete attached application and return to

Gale Rubio

1450 E. McKinney, Ste. 1333, Denton, TX 76209

Phone: (940)349-2102 Fax: (940)349-2101

Email: CCA@DentonCounty.gov

2. Ensure that the Affidavit regarding your practice is complete and notarized

3. You may submit CLE hours but the requirement of 10 hours each year is waived for the initial application process

4. Before submitting please note that in order to be eligible for the appointment list, an attorney must meet the following minimum requirements: (Denton County Statutory Indigent Defense Plan pgs. 10-13)

- A. Licensed practicing attorney and a member in good standing with the State Bar
- B. Must devote at least 30% of time practicing criminal law in the State of Texas or be board certified by the Texas Board of Legal Specialization in criminal law
- C. Handled at least 5 contested criminal trials before the court and/or 5 criminal jury trials and/or criminal appeals greater than a Class "C" offenses
With lead counsel experience in at least 2 cases
- D. May not have any public disciplinary action by the State Bar or any other licensing authority of any state within the last 3 years or be found by any court to have engaged in professional misconduct within the last 3 years
- E. Must maintain an office that has operational and functional equipment that is able to receive from the courts and clients email, fax, telephone/voice messages
- F. Ability to produce typed motions/orders
- G. May not be on community supervision probation, deferred adjudication or participating in the diversion program, or owe fines or court costs for any criminal offense above a Class "C"
- H. Must not be under indictment or charged with a criminal offense involving moral turpitude
- I. May not have a judgment or outstanding debt/in default to any governmental entity or federally insured program
- J. Maintain principal office in Denton County, as listed with the State Bar of Texas
- K. Must be approved by a majority of the Statutory County Court Judges

5. If approved:

- A. Each year submit, by October 1st, proof of 10 hours of criminal law CLE
- B. Each year file, by October 1st, affidavit that 80% of total criminal cases are pending in Denton County.
- C. Each year submit, by October 15, to the Texas Indigent Defense Commission a statement that describes the percentage of the attorney's practice time that was dedicated to work based on appointments accepted in this county