

**Application for Appointment to the Court Appointed  
Attorney List and Ad Litem List for Juvenile Cases (“the List”)**

Name: \_\_\_\_\_ Bar Card No.: \_\_\_\_\_

Business (physical) address: \_\_\_\_\_

Mailing address if different: \_\_\_\_\_

Business phone: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Home phone: \_\_\_\_\_(optional) Mobile phone: \_\_\_\_\_(optional)

E-mail address: \_\_\_\_\_

**A. GENERAL QUALIFICATIONS:**

**Answer these questions:**

1. Are you familiar with the paperwork required for various hearings? \_\_\_\_\_
2. Are you licensed by and in good standing with the State Bar of Texas? \_\_\_\_\_
3. Is your primary practice location in Denton County? \_\_\_\_\_
  - a. Is that address listed as your “Primary Practice Location” on the State Bar of Texas website? \_\_\_\_\_
  - b. Do you have an office in Denton County in which you can meet with clients? \_\_\_\_\_
4. Do you have a method of receiving telephone calls and messages? \_\_\_\_\_
5. Do you have a functioning fax machine, e-mail, or some electronic method of receiving and sending written messages? \_\_\_\_\_
6. Do you have a means of producing printed motions and/or orders? \_\_\_\_\_
7. Will you promptly notify the court administrator of any changes to your situation which would prompt different answers to the questions in this Application? \_\_\_\_\_
8. Will you promptly notify the court administrator of any matter that would disqualify you from receiving appointments under the current guidelines for appointment to the List or under any other law, regulation, or rule? \_\_\_\_\_
9. Will you agree to be bound by and accept as a condition of your appointment the rules of the current Juvenile Indigent Defense Plan, including the schedule for court-appointed attorney fees? \_\_\_\_\_
10. Are you knowledgeable in juvenile law and aware of collateral consequences of a juvenile adjudication and disposition (including, but not limited to, issues involving TJJD commitments, use of juvenile adjudications/dispositions in adult proceedings, license suspensions, sex offender registration, school removals and expulsions, sealing of records, etc.)? \_\_\_\_\_
11. Are you willing to comply with any additional requirements to remain on the List that may be later imposed by the Juvenile Board? \_\_\_\_\_
12. Are you on community supervision probation, deferred adjudication or participating in any sort of pre-trial diversion program, or owe fines or court costs for any criminal offense above the level of Class "C" misdemeanor? \_\_\_\_\_

13. Are you currently under indictment or charged with a criminal offense involving a felony or any case involving moral turpitude? \_\_\_\_\_
14. Have you been the recipient of any public disciplinary action by the State Bar of Texas or any other attorney licensing authority of any state or the United States within the last three years? \_\_\_\_\_
15. Have you been found by any court to have engaged in professional misconduct within the last three years? \_\_\_\_\_
16. Have you complied with this requirement of the Plan: “Not later than October 15 of [this] year and on a form prescribed by the Texas Indigent Defense Commission, submit to the county information, for the preceding fiscal year, that describes the percentage of the attorney's practice time that was dedicated to work based on appointments accepted in the county under this article and Title 3, Family Code”? \_\_\_\_\_
17. Have you ever been found to have provided ineffective assistance of counsel? \_\_\_\_\_  
If yes, please explain: \_\_\_\_\_
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**Complete these tasks:**

1. Attach to your application proof of at least 6 hours of CLE in Juvenile Law. At the judge’s discretion, the judge may allow Criminal Law CLE to satisfy this requirement in whole or in part.
2. Either attach proof that you are Board Certified in Juvenile Law by the Texas Board of Legal Specialization (TBLS) or indicate that you were on this Court’s appointment list during the previous calendar year or meet with the Juvenile Court Judge to demonstrate competence in juvenile law.
3. Obtain approval to be included on the court-appointed attorney list by the Juvenile Court Judge.

**B. BOARD CERTIFICATION:** Attorneys who are Board Certified in Juvenile Law by the TBLS and meet and maintain the General Qualifications are qualified to receive any appointment. Are you Board Certified in Juvenile Law by the TBLS? \_\_\_\_\_

**C. To be appointed to CINS and REGULAR DELINQUENCY CASES**

**Do you meet the following criteria?** \_\_\_\_\_

1. The applicant must be Board Certified in Juvenile Law; or
2. The applicant must have six months’ experience in juvenile law and must have observed or participated in at least 10 detention hearings, 5 agreed adjudication/disposition hearings, and 2 contested adjudication and/or modification hearings.
3. The applicant must meet and maintain the General Qualifications.

**D. To be appointed to TRANSFER TO CRIMINAL COURT (“CERTIFICATION AS AN ADULT”)**

**Do you meet the following criteria? \_\_\_\_\_**

1. The applicant must be Board Certified in Juvenile Law or must have been lead counsel in two contested juvenile transfer to criminal court (“certification as an adult”) hearings.
2. The applicant must meet and maintain the General Qualifications.

**Do you want to be appointed on “cert” cases? \_\_\_\_\_**

**E. To be appointed to APPEALS**

**Do you meet the following criteria? \_\_\_\_\_**

1. The applicant must be Board Certified in Juvenile Law or must have been lead counsel in two appeals (juvenile, criminal, or a combination of the two).
2. The applicant must meet and maintain the General Qualifications.

**Do you want to be appointed on appeals? \_\_\_\_\_**

**F. To be appointed to DETERMINATE SENTENCING CASES**

**Do you meet the following criteria? \_\_\_\_\_**

1. The applicant must be Board Certified in Juvenile Law or must have been lead counsel in two contested determinate sentencing cases.
2. The applicant must meet and maintain the General Qualifications.

**Do you want to be appointed on determinate sentencing cases? \_\_\_\_\_**

**G. Do you wish to accept appointments as an ad litem? \_\_\_\_\_**

By my signature I attest that I have read the current Juvenile Indigent Defense Plan (located on the Court’s website), and I affirm that the information I have provided in this application is true and correct.

\_\_\_\_\_  
Printed Name of Applicant

\_\_\_\_\_  
Signed Name of Applicant

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