

Application Process for CPS Wheel Appointments

Applications are accepted twice per year-- July 1 – July 14 and December 1 – December 31. An attorney who is seeking approval for CPS Court appointments must meet the following criteria at the time of application:

1. Be a licensed attorney eligible to practice in Texas.
2. Your primary office must be in Collin County, you must live in Collin County, OR 80% of your practice must be in Collin County.
3. Must be willing to represent both parents **and** children.
4. Must have completed 20 hours of child welfare CLE in the past year.
5. Must have completed the CLE required by Tex.Fam.Code § 107.004 and § 107.0131.
6. Attach a letter describing your relevant legal experience in litigating cases with child welfare issues and shadowing attorneys in child welfare cases.

Please submit your completed application along with a copy of your resume and proof of attendance of the required CLE to:

Tracye Sparks, Indigent Defense Coordinator at ccindigentdefense@co.collin.tx.us

Roundtable Dates for 2020:

January 29th, 2020

April 29th, 2020

July 29th, 2020

October 28th, 2020

Roundtables are held in the 469th District Court at 12:00 p.m.

INCOMPLETE APPLICATIONS OR ATTORNEYS WHO DO NOT MEET THE CRITERIA WILL NOT BE CONSIDERED.

**COLLIN COUNTY DISTRICT COURTS
APPLICATION FOR CPS COURT APPOINTMENT LIST**

Name: _____

E-mail address: _____

Phone number: _____

Mailing address: _____

I am fluent in these foreign languages: _____

I certify that:

I am a licensed attorney eligible to practice in Texas, bar #: _____

My primary office is in Collin County, I live in Collin County, or 80% of my practice is in Collin County.

I want to be appointed to the following roles in child protection cases:

_____ Attorney _____ Appeals _____ Spanish

_____ Mediator [*you must also complete the application for mediator appointments*]

I am willing to represent parents and children.

I have completed 20 hours of child welfare CLE in the past year (attach highlighted MCLE transcript).

I have completed the CLE required by Tex. Fam. Code § 107.004 and § 107.0131. Course names and dates: _____

I have attended at least 2 Collin County CPS Roundtable meetings in the past year.

Dates: _____

Please answer the following questions.

| NO | YES | If you answer yes to any question, please attach a letter of explanation. |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Have you ever been the subject of a public or private sanction by the Texas Board of Disciplinary Conduct? |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you ever been investigated by a child protection agency? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are you a party to any pending court case? |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you ever been convicted of a crime above the grade of a Class C misdemeanor? |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you ever served in a criminal prosecutor's office? |

Attorneys New to the Wheel:

If you are a new applicant to the CPS appointment list, attach a letter describing your relevant legal experience in litigating cases with child welfare issues and shadowing attorneys in child welfare cases. If you have never been on the CPS wheel, your application may be considered without completing all 6 Roundtable meetings.

DECLARATION

My name is _____, my date of birth is _____,
and my address is _____

I declare under penalty of perjury that the foregoing is true and correct.

Executed in Collin County, State of Texas, on this date: _____

Declarant signature

Please submit this application, proof of completed training, and a résumé to ccindigentdefense@co.collin.tx.us

If your application materials are approved by the CPS judges, you will be added to the CPS court appointment list.