Application Process for District Court Appointments

An attorney who is seeking approval for receiving District Court appointments must meet the following criteria at the time of application:

**Minimum Qualifications:**

1. Must be licensed and in good standing with the State Bar of Texas;
2. Must have at least two years of experience in the practice of criminal law;
3. Must either live in Collin County, maintain their principal office in Collin County or have 80% of their practice in Collin County;
4. Must provide reference letters from 3 members of the Collin County Bar Association; and
5. Must have completed at least ten hours of continuing legal education in the field of criminal law in the calendar year prior to application.
6. Must attend the Mandatory Annual Attorney Meeting. (Please check with the Indigent Defense Coordinator for dates).

**Graduated Lists:**

**3rd Degree/State Jail Felonies:**

1. Meet the minimum qualifications as stated above; and
2. Board certified in criminal law; or
3. At least four criminal jury trials as lead counsel in a court of record.

**1st and 2nd Degree Felonies:**

1. Meet the minimum qualifications as stated above; and
2. Board certified in criminal law; or
3. At least eight jury trials, including at least four felony jury trials, as lead counsel in a court of record.

**Appeals and Non-Capital Writs:**

1. Meet the minimum qualifications as stated above; and
2. Board certified in criminal law or appellate law; or
3. Demonstrate objective competence in the field of criminal appellate law.

**Crimes Against Children Cases:**

1. Meet the minimum qualifications as stated above; and
2. Must have at least five years experience in the practice of criminal law;
3. Must have 3 years experience in trying CAC cases;
4. Ten hours per year of CLE in criminal law, eight of the hours must be in sex crimes;
5. At least six jury trials as lead counsel for felony and six jury trials for CAC as lead counsel.

**Mental Health Cases:**

1. Meet the minimum qualifications as stated above; and
2. Six hours of annual mental-health related CLE
3. Board certified in criminal law or appellate law; or
4. At least eight felony jury trials.
5. Attach a recent photo
6. Complete the supplemental application for the MHMC Program.
7. The MHMC wheel is comprised of a limited number. The positions will be filled by the MHMC Attorney Director based on program needs, attorney qualifications and attorney performance.

Complete the application, attach **ALL supporting documentation** as well as a copy of your CV/resume and submit it to:

Tracye Sparks
Indigent Defense Coordinator
2100 Bloomdale Road, Suite 20209
McKinney, TX 75071

**Incomplete applications or attorneys who do not meet the criteria will NOT be considered.**
APPLICATION FOR APPROVAL AS COURT APPOINTED ATTORNEY
DISTRICT COURTS OF COLLIN COUNTY

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<th>Name:</th>
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<tbody>
<tr>
<td>Home Address</td>
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<td>(No P.O. Boxes): County:</td>
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<tr>
<td>Business Address (No P.O. Boxes): County:</td>
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<tr>
<td>Mailing Address (If Different):</td>
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<td>State Bar No.: Date Licensed:</td>
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<td>Foreign Languages (Must be fluent): □ Spanish □ Other:</td>
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<td>Sign Language: □ Yes □ No</td>
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<td>Are you a Veteran? □ Yes □ No</td>
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Do you have any fee sharing, work sharing, or similar agreements with any other attorney relating to any court appointed work? □ Yes □ No If yes, please describe on a separate sheet.

For what level of appointments are you applying?
□ 1st & 2nd □ 3rd & SJF □ Appeals □ MHMC □ CAC

Minimum qualifications:
1. Licensed and in good standing with the State Bar of Texas;
2. Must have at least two years of experience in the practice of criminal law;
3. Must maintain their principal office in Collin County, TX;
4. Must provide reference letters from 3 members of the Collin County Bar Association; and
5. Must have completed at least ten hours of continuing legal education in the field of criminal law in the calendar year prior to application.

Are you Board Certified in Criminal Law? □ Yes □ No (If yes, you do not need to attach any supporting documentation other than your most current State Bar CLE compliance form.)

Attach most recent CLE compliance sheet from State Bar and docket sheets, or other proof of jury trials in which you have served as lead counsel. If applying for the Appeal List, attach writing samples.

I affirm under oath that the representations in this application are true. I further agree to notify all judges, in writing, if any of the representations in this application change.

Signature: _______________________________ Date: _______________
SUPPLEMENTAL APPLICATION FOR MHMC WHEEL

1. Have you worked at a District or County Attorney’s Office handling criminal matters? _______ Dates of employment: ______________ County: ______________

2. Have you worked at a Public Defender’s Office? __________________________
   Dates of employment: ______________ County: ______________

3. Years in which practice?  Criminal law __________ Civil law __________

4. Percentage of present law practice spent on criminal or related matters? ______% 

5. Criminal Practice Specialties/Board certifications (i.e., violent felonies, DWI, juvenile, narcotics): ____________________________________________________________

6. Bar Association Memberships: ____________________________________________

7. Law School Attended: _____________________________________________________
   Graduation date: ____________________________

Please answer yes or no to the following questions and provide requested information:

8. Are you currently in good standing with the State Bar of Texas? __________
   If no, please attach separate sheet with explanation.

   Are you currently or have you ever been:
   _____ Appealing any sanction by the State Bar other than a private reprimand?
   _____ Under indictment or charged with a criminal offense other than a traffic offense?
   _____ On community supervision (deferred adjudication or "regular" community supervision)?
   _____ Convicted of an offense punishable by confinement?
   _____ Publicly sanctioned by a State Bar Grievance Committee in this state?
   _____ Sanctioned for failure to appear before a court?
   _____ Removed from a case for "cause"?
   _____ Found by any trial or appellate court to have rendered ineffective assistance of counsel?

   *If the answer is "yes", please attach a copy and/or written explanation of the related information.

9. Have you ever admitted, in connection with an official proceeding, to having provided ineffective assistance of counsel? __________

10. Which categories of cases are you currently authorized to accept appointments and which categories are you seeking appointment through MHMC?:

    Authorized  Seeking MH Appt.
    _____  _____  Misdemeanor Trial
    _____  _____  Misdemeanor Appeals
    _____  _____  SJF and 3rd degree
    _____  _____  1st and 2nd degree
    _____  _____  Felony Appeals
    _____  _____  Sex Crimes (6 felony sex crime jury trials required to qualify)

11. Please list anything about your background or experience that you believe would be helpful to you as a member of the Defendants with Mental Illnesses Appointment list (use separate sheet for additional room.)

________________________________________________________________________________________________
________________________________________________________________________________________________
________________________________________________________________________________________________
________________________________________________________________________________________________

Rev. 10-18-17
12. What is the most significant case you worked on as an appointed attorney? Why?

________________________________________________________________________________________________

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________________________________________________________________________________________________

*Questions 8-9 if the answer is “yes” please attach a copy of related information and/or written explanation.

Please attach a resume or statement that you wish to have considered regarding your qualifications to be on the Private Defender Panel.

I ______________________, understand the MHMC program has standards, which are more stringent than the general attorney wheel. Further, I understand that I must attend an orientation and comply with these standards fully to remain on the wheel.

___________________________________
Notary Public in and for the State of Texas
Printed Name: ______________________

SEAL