

Application Process for Juvenile Court Appointments

Applications are accepted twice per year – June 1 – 14 OR December 1 thru December 31. Applications can only be submitted during this time period. An attorney who is seeking approval for receiving Juvenile Court appointments must meet the following criteria at the time of application:

The minimum standards for placement on the list of qualified attorneys shall:

1. Be licensed and in good standing with the State Bar of Texas;
2. Exhibit proficiency, professionalism and reliability;
3. Maintain an office in Collin County, a telephone number, fax number and email access, and agree to update the District Clerk promptly of any changes; and
4. Complete ten hours average per year of CLE in criminal law, with six of those hours in juvenile law.
5. An attorney shall submit by October 15th each year a statement that describes the percentage of the attorney's practice time that was dedicated to work based on appointments accepted in this county for adult criminal cases and juvenile delinquency cases for the prior 12 months that begins on October 1 and ends on September 30. The report must be submitted through the online form to the Texas Indigent Defense Commission/form prescribed by the Texas Indigent Defense Commission to the court administration office in the county.

Graduated Lists

Applications will be received for, and lists approved for, the following graduated lists. Each list details the qualifications required for placement on the list:

A. Level One: Qualifications for Appointment for Conduct Indicating a Need for Supervision (CINS) and Delinquent Conduct (where Commitment to the Texas Juvenile Justice Institutional Division is not an Authorized Disposition)

1. An attorney must have been licensed to practice law for a minimum of six months, meet the Minimum Standards for Court Appointed Attorneys set out above, and
2. That attorney shall have observed at least three stipulated juvenile adjudications, three contested juvenile adjudications, three juvenile dispositions and five detention hearings.

B. Level Two: Qualifications for Appointments for Delinquent Conduct and Commitment to the Texas Juvenile Justice Institutional Division (TJJD) without a Determinate Sentence is an Authorized Disposition

1. Must complete eight (8) hours of CLE in juvenile law.
2. An attorney must have been licensed to practice law for a minimum of one year, meet the Minimum Standards for Court Appointed Attorneys set out above, and
3. That attorney must have substantial and active participation in one juvenile or criminal (class B misdemeanor or above) contested trial and ten juvenile adjudications or modifications, contested or uncontested, or ten criminal pleas, or a combination of these totaling ten proceedings, or
4. That attorney must be Board Certified in Juvenile Law or Criminal Law.

C. Level Three: Qualifications for Appointments for Determinate Sentencing or Certification Proceedings

1. Must complete ten (10) hours per year of CLE in juvenile law.
2. An attorney must have been licensed to practice law for a minimum of three years, meet the Minimum Standards for Court Appointment Attorneys set out above, and
3. That attorney must have substantial and active participation in two felony jury trials, juvenile or criminal, and must have been lead counsel in one county or district level jury trial, or
4. That attorney must be Board Certified in Juvenile Law or Criminal Law.

D. Guardian Ad Litem: Qualifications for Appointment

1. Must meet Level Two Appointment attorney qualifications.
2. Substantial and active participation in and knowledge of placements for adolescents.

E. Mental Health Managed Counsel Program:

1. An attorney must meet the minimum qualifications as stated above;
2. Meet the requirements as stated for each level of appointments as stated above;
3. Must complete six (6) hours of CLE per year in Mental Health;
4. Attach a recent photo; AND
5. Complete the supplemental application for the MHMC Program.
6. 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.

Completed applications with **ALL supporting documentation** attached, including a copy of a current resume, are to be submitted to:

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

Incomplete applications or attorneys who do not meet the criteria will NOT be considered.

APPLICATION FOR APPROVAL AS COURT APPOINTED ATTORNEY FOR COLLIN COUNTY JUVENILE COURT

| | | | | | |
|--|------------------------------|-----------------------------|-------------------------------------|----------------------------------|---------------------------------|
| Name: | | | | | |
| Home Address (No P.O. Boxes): | | | | County: | |
| Business Address (No P.O. Boxes): | | | | County: | |
| Mailing Address (If Different): | | | | | |
| Office Phone: | | Cell Phone: | | Fax: | |
| Email: | | State Bar No.: | | Date Licensed: | |
| Are you Board Certified in Juvenile or Criminal Law? | | | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| Sign Language | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Foreign Languages (Must be fluent): | <input type="checkbox"/> Spanish | <input type="checkbox"/> Other: |

Do you have any fee sharing, work sharing or similar agreements with any other attorney relating to any court appointed work? Yes No If so, please describe on a separate sheet.

For what level of appointments are you applying?

Level One Level Two Level Three GAL MHMC

Minimum Qualifications:

1. Be licensed and in good standing with the State Bar of Texas;
2. Exhibit proficiency, professionalism and reliability;
3. Maintain an office in Collin County, a telephone number, fax number and email access, and agree to update the District Clerk promptly of any changes;
4. Complete ten hours average per year of CLE in criminal law, with six of those hours in juvenile law and six hours mental health related if applying for the MHMC Wheel; and
5. An attorney shall submit by October 15th each year a statement that describes the percentage of the attorney's practice time that was dedicated to work based on appointments accepted in this county for adult criminal cases and juvenile delinquency cases for the prior 12 months that begins on October 1 and ends on September 30. The report must be submitted through the online form to the Texas Indigent Defense Commission/form prescribed by the Texas Indigent Defense Commission to the court administration office in the county.

Attach docket sheets of cases in which you have observed required hearings or participated in required hearings/trials for the level for which you are applying, or other proof of jury trials in which you have served as lead counsel.

I further certify that I am familiar with the requirements of Texas Senate Bill 7 (The Fair Defense Act) and that I will comply with all the duties and requirements of the Act in representing my clients in cases which I am appointed.

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 3 rd degree |
| _____ | _____ | 1 st and 2 nd degree |
| _____ | _____ | Felony Appeals |
| _____ | _____ | Sex Crimes (6 felony sex crime jury trials required to qualify) |

