

**Waller County  
State of Texas**

**NOTIFICATION OF OPPORTUNITY AND APPLICATION  
FOR MISDEMEANOR/JUVENILE APPOINTMENTS**

For: Contract Indigent Defense Attorney for Misdemeanor/Juvenile Appointments  
Period: January 1, 2024 through December 31, 2024

**Sealed applications shall be submitted no later than Noon, Monday, October 30, 2023.**

Mark Envelopes: Indigent Attorney Application for Misdemeanor/Juvenile.

All applications are to be delivered or mailed to Judge Carol Chaney, County Court At Law No. 1 of Waller County, 400 Sheriff R. Glenn Smith Drive, Hempstead, Texas 77445.

Attached is an instruction sheet for Application For Contract Indigent Defense Attorney for Misdemeanor/Juvenile cases. Please use a form that you may locally produce in substantially that format. Waller County appreciates your time and effort in preparing an application. Please note that all applications must be received at the designated location by the deadline shown. Applications received after the deadline will not be considered for award of the contract. Applications will be awarded in Open Court on Wednesday, November 15, 2023, at 10:00 a.m., in the Statutory County Court At Law No. 1 of Waller County located at 400 Sheriff R. Glenn Smith Drive, Hempstead, Texas 77445. You are invited to attend, but attendance is not necessary. You will be notified of the status of your application in writing.

Applications may be withdrawn by the attorney at any time prior to the official opening, but must be withdrawn in person from the Judge of the County Court At Law No. 1 of Waller County. Alterations may not be made to an application once submitted, or a new application may be submitted if the substitution occurs before the submission deadline. After the official opening, applications may not be amended or altered and may not be withdrawn without the approval of the Judge of the Statutory County Court At Law No. 1 of Waller County.

Applications will be opened and reviewed by the Statutory County Court At Law No. 1 Judge of Waller County. They will be evaluated on:

1. experience and qualifications of applicant;
2. applicant's past performance in representing defendants in criminal cases;
3. applicant's disciplinary history with the state bar;
4. applicant's ability to comply with the terms of the contract; and
5. cost of the services under the contract

**Applications filed with the Statutory County Court at Law No. 1 of Waller County shall be**

**for Misdemeanor/Juvenile cases only. Anyone applying for Felony cases needs to contact the 506<sup>th</sup> District Court and submit an application through that Court.**

An Applicant may apply for both Felony cases and Misdemeanor/Juvenile cases in the appropriate Court in Waller County. However, an applicant is only eligible for appointments on either Felony cases through application and contract with the 506<sup>th</sup> District Court or on Misdemeanor/Juvenile cases through the Statutory County Court At Law No. 1 Court of Waller County, but not for both. An attorney cannot be under contract in Waller County for both Felony cases and Misdemeanor/Juvenile cases in the same year.


Applications shall address the matters listed in the Application instructions, experience and costs of services along with any other relevant information.

Attorneys awarded a contract must have access to an office equipped with modern technology and the Attorney must be willing to work with the District Attorney on assigned cases. As a condition of contract award, attorneys are expected to make contact with assigned clients within 72 hours of their appointment, either at the jail, in person or in writing. In addition, attorneys will be required to coordinate office visits with the District Attorney's office to discuss trial preparation and discovery compliance.

Attorneys must meet the minimum attorney qualification requirements of the local indigent defense plan for criminal and juvenile cases, and as set out in the Sample Contract available through the office of the Statutory County Court At Law No. 1 of Waller County. Therefore, the attorney shall:

1. Be a member in good standing with the State Bar of Texas;
2. Professionally perform duties and responsibilities of a licensed attorney for the State of Texas;
3. Complete annually such Continuing Legal Education programs as required by the Texas Judicial Counsel and the Waller County District Court Plan filed with the Texas Indigent Defense Commission for attorneys representing indigent accused persons, which shall include at least 6 hours of Continuing Legal Education in handling criminal cases.

A Sample Contract is available for your review and can be emailed directly to you on request. Please contact the Statutory County Court At Law No. 1 Judge of Waller County with any questions.

  
CAROL A. CHANEY  
Judge of the County Court at Law No. 1  
Waller County

**INSTRUCTIONS FOR APPLICATION  
FOR CONTRACT REGARDING INDIGENT DEFENSE ATTORNEY  
FOR MISDEMEANOR/JUVENILE CASES IN WALLER COUNTY, TEXAS**

Please prepare a typed application that contains the information listed below. Applications for Felony and Misdemeanor/Juvenile cases are submitted to separate Courts. Make sure you are submitting an application for the correct Court for the proper level of cases (i.e. Felony and/or Misdemeanor/Juvenile). If applying for any and/or all Courts or for any and/or all levels, you may be selected for only one Court and/or level.

**Applications filed with the 506<sup>th</sup> District Court shall be for Felony cases only. Anyone applying for Misdemeanor/Juvenile cases needs to contact the County Court At Law No. 1 of Waller County and submit an application through that Court.**

An Applicant may apply for both Felony cases and Misdemeanor/Juvenile cases in the appropriate Court in Waller County. However, an applicant is only eligible for appointments on either Felony cases through application and contract with the 506<sup>th</sup> District Court or on Misdemeanor/Juvenile cases through the County Court At Law Court No. 1 of Waller County, but not for both. An attorney cannot be under contract in Waller County for both Felony cases and Misdemeanor/Juvenile cases in the same year. The application must contain the following:

Contract Term: January 1, 2024 through December 31, 2024

Name

Business Address

Business Phone

Cell Phone

Fax Number (If available)

Email Address

State Bar Number

Date admitted to Texas Bar

Defense Related Organizations, Clubs, Societies, Associations

Board Certifications, if any, and date awarded

Language proficiency, if any

Name of attorney who will cover for you in an emergency

Sanctions or grievances by the State or Local Bar within the past three years, including those that are pending or unresolved

Complete your application form by using the proper pleadings signature block, and signing above your printed name as an Officer of the Courts. **Submit no later than noon on October 30, 2023.**

Attach to your application the report of your latest year of Continuing Legal Education on file with the State Bar of Texas.

Attach to your application a one page letter on your business letterhead outlining why you believe you are qualified to serve as a Contract Indigent Defense Attorney in the indicated area, as well as other information you believe to be important.

Place your application packet in a large, sealed envelope labeled with your name and Application For Indigent Defense Contract. Deliver or mail the sealed envelope to the Judge of the County Court At Law No. 1 of Waller County's chambers (400 Sheriff R Glenn Smith Dr., Hempstead, Texas 77445) by the date stated in the Notification of Opportunity and Application.