

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

Please prepare a typed application that contains the information listed below. Applications for Felony and Misdemeanor 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, Felony/Misdemeanor and/or Child Protection Court/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 506th District Court shall be for Felony cases only. Applications filed with the County Court At Law No. 2 shall be for Felony/Misdemeanor cases. Applications filed with the County Court At Law No. 1 shall be for Child Protection Court/Juvenile cases.

An Applicant may apply for three different contracts (Felony cases in the 506th District Court, Felony/Misdemeanor cases in the County Court At Law No. 2 and Child Protection Court/Juvenile cases in the County Court At Law Court No. 1). However, an applicant is only eligible for appointments in one Court, but not multiple Courts in the same year. The application must contain the following:

Contract Term: January 1, 2025 through December 31, 2025

Name

Business Address

Business Phone

Cell Phone

Fax Number (If available)

Email Address

State Bar Number

Date admitted to Texas Bar

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 15, 2024.**

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 Attorney for Child Protection Court/Juvenile cases, 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 Child Protection Court/Juvenile Cases. 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.