

**Waller County  
State of Texas**

**NOTIFICATION OF OPPORTUNITY AND APPLICATION  
FOR CHILD PROTECTION COURT/JUVENILE APPOINTMENTS**

For: Contract Attorney for Child Protection Court/Juvenile Appointments  
Period: January 1, 2025 through December 31, 2025

**Sealed applications shall be submitted no later than Noon, Monday, October 15, 2024.**

Mark Envelopes: Contract Attorney Application for Child Protection Court/Juvenile.

All applications are to be delivered, e-mailed 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 Attorney for Child Protection Court/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, October 23, 2024, at 10:00 a.m., in the 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Applications may be withdrawn by the attorney at any time prior to the official opening, but must be withdrawn in person from the Judge of the County Court At Law No. 1 of Waller County.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 After the official opening, applications may not be amended or altered and may not be withdrawn without the approval of the Judge of the County Court At Law No. 1 of Waller County.

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

1. experience and qualifications of applicant;
2. applicant's past performance in representing clients in Child Protection Court/Juvenile;
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 County Court at Law No. 1 of Waller County shall be for Child**

**Protection/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. Anyone applying for Felony/Misdemeanor cases needs to contact the County Court At Law No. 2 and submit an application through that Court.**

An Applicant may apply for three different contracts (Felony cases in the 506<sup>th</sup> 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 No. 1 in Waller County. However, an applicant is only eligible for appointments in one Court, but not multiple Courts 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 capable of sending and receiving email correspondence twenty-four hours a day, seven days a week. Further, telephone and cell phone contact information will be maintained with the Court Coordinators of the County Court At Law No. 1. As a condition of contract award, attorneys are expected to make contact with assigned clients no later than the end of the first working day after the date on which the attorney is appointed and to conduct an interview with the client as soon as is practicable after the attorney is appointed.

Attorneys must meet the minimum attorney qualification requirements of the local indigent defense plan for Child Protection Court/Juvenile cases, and as set out in the Sample Contract available through the office of the 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 at least 3 hours of Continuing Legal Education in handling Child Welfare cases and at least 3 hours of Continuing Legal Education in handling Juvenile cases.

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

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