

# **Application Process for Juvenile Court Appointments**

Applications are accepted once per year December 1 thru December 31 and 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:

## **Minimum Qualifications:**

1. Must be licensed and in good standing with the State Bar of Texas;
2. Exhibit proficiency, professionalism and reliability;
3. Maintain your principal office in Collin County, TX with a working phone, fax and e-mail address and agree to update the District Clerk promptly of any changes;
4. Must have completed at least **ten** hours of continuing legal education in the field of criminal law with the following number of hours in Juvenile law: **Level 1** – 6 hours, **Level 2** – 8 hours, **Level 3** – 10 hours and **MHMC** – 6 hours.

## **Graduated Lists:**

### **Level One: Qualifications for Appointment for Conduct Indicating a Need for Supervision (CINS) and Delinquent Conduct and Commitment to the Texas Youth Commission is not an Authorized Disposition**

1. Must meet the minimum qualifications as stated above;
2. An attorney must have been licensed to practice law for a minimum of six months; and
3. That attorney shall have observed at least three stipulated juvenile adjudication hearings, three contested juvenile adjudications, three juvenile dispositions and five detention hearings.

### **Level Two: Qualifications for Appointment of Delinquent Conduct and Commitment to the Texas Youth Commission without a Determinate Sentence is an Authorized Disposition**

1. Must complete eight (8) hours of CLE in Juvenile law;
2. An attorney must meet the minimum qualifications as stated above;
3. The attorney must have been licensed to practice law for a minimum of 1 year;
4. 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
5. That attorney must be Board Certified in Juvenile Law or Criminal Law.

### **Level Three: Qualifications for Appointments for Determinate Sentencing or Certification Proceedings**

1. Must complete ten (10) hours of CLE per year in Juvenile Law;
2. An attorney must meet the minimum qualifications as stated above;
3. The attorney must have been licensed to practice law for a minimum of three years;
4. 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
5. That attorney must be Board Certified in Juvenile Law or Criminal Law.

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  
2100 Bloomdale Road, Suite 20210  
McKinney, TX 75071

**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):			
Phone:		Fax:	
Cell:		Email:	
State Bar No.:		Date Licensed:	
Foreign Languages (Must be fluent): <input type="checkbox"/> Spanish <input type="checkbox"/> Other:			
Sign Language: <input type="checkbox"/> Yes <input type="checkbox"/> No			

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             MHMC

**Minimum Qualifications:**

1. Licensed and in good standing with the State Bar of Texas,
2. Exhibit proficiency, professionalism and reliability,
3. Maintain your principal office in Collin County, TX with a working phone, fax and e-mail address and agree to update the District Clerk promptly of any changes AND
4. Must have completed at least ten hours of continuing legal education in the field of criminal law with the following number of hours in Juvenile law: **Level 1** – 6 hours, **Level 2** – 8 hours, **Level 3** – 10 hours and **MHMC** – 6 hours mental health related.

Are you Board Certified in Juvenile Law or 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 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 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 <sup>rd</sup> degree
_____	_____	1 <sup>st</sup> and 2 <sup>nd</sup> 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.)

