



INDIGENT DEFENSE COORDINATOR  
NAVARRO COUNTY COURTHOUSE  
300 W. 3RD AVE., SUITE 202B  
CORSICANA, TX 75110

TO: All Attorneys practicing in Navarro County Courts

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Counselors:

The Texas Family Code in Section 107.004 (3){b} requires that an attorney ad litem appointed for a child in cps cases must complete at least 3 hours of continuing legal education relating to representing children in these types of cases, unless the court finds that the attorney ad litem has experience equivalent to the required education. While completion of such a course is desirable, if you have previously been appointed in at least 8 prior CPS cases in this court or another court that exercises cps jurisdiction, this court considers that to be sufficient experience to be equivalent to the required education. Also, keep in mind that attorney ad litem for the child is required to meet with the child if the child is at least 4 years of age unless good cause is shown, in which case the attorney should at least confer with the child, or other appropriate individual, by telephone prior to a hearing. Meeting with the child or parent at the court hearing is not acceptable.

Once you have completed the attached application for appointment and the required hours, you should forward a copy of your application and letter of certification to the Navarro County Indigent Defense Coordinator, who will place you on the list as eligible to receive appointments. This must be done by January 31st and renewed annually by January 1<sup>st</sup>.

Failure to become certified or failure to forward certification to the indigent defense coordinator will result in the inability of the court to appoint as attorney ad litem until you complete those requirements.

The new laws also require all persons who desire to serve the courts as a mediator to register with the courts and the courts are required to keep a list of mediators who serve the courts. Therefore, if you desire to register with the Navarro County 13th Judicial District Court /County Court at Law as a mediator please forward your letter indicating your desire for such listing along with a copy of any documentation. Failure to register with the courts will result in the inability of the courts to appoint you as a mediator.

Sincerely,

Indigent Defense Coordinator

**APPLICATION FOR COURT APPOINTMENT**  
**NAVARRO COUNTY 13th JUDICIAL DISTRICT COURT/  
COUNTY COURT AT LAW**

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***PLEASE READ AND FOLLOW ALL DIRECTIONS  
INCOMPLETE, ILLEGIBLE OR IMPROPERLY PREPARED APPLICATIONS WILL BE  
SUMMARILY REJECTED***

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THE STATE OF TEXAS     §  
COUNTY OF NAVARRO    §

I, \_\_\_\_\_ do hereby file this statement in compliance with the statutes, laws and codes of Texas for establishment of a list of eligible licensed attorneys to represent indigent accused persons in the 13th Judicial District Court/ County Court at Law of Navarro County, Texas and do solemnly swear or affirm that the below information is true and correct. Should any change in this information occur, I understand that I must within 30 days of such change file an Amended Statement of Licensed Attorney Residing or Practicing Law in Navarro County, Texas with the 13th Judicial District Court/County Court at Law judge of Navarro County.

\_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_

Notary Public, State of Texas

**Return application to the Indigent Defense Coordinator at 300 West 3rd Avenue, Ste. 202B, Corsicana, Texas 75110. To send via email please use the email located on the Navarro County website.**

**<https://www.co.navarro.tx.us/page/navarro.Indigent>  
903-875-3393**

**NAVARRO COUNTY**  
**13th JUDICIAL DISTRICT COURT/COUNTY COURT AT LAW**  
**APPLICATION FOR COURT APPOINTMENT**

Name: \_\_\_\_\_ SBN: \_\_\_\_\_

Firm/Employer: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email address: \_\_\_\_\_

Office Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Cell Number: \_\_\_\_\_ Home Number: \_\_\_\_\_

List all foreign languages in which you are fluent (if any):

Office location (check one box below):

I have an office in Navarro County or in a county adjacent to Navarro County.

I do not have an in Navarro County or a county adjacent to Navarro County but I will be available to the court and to clients through the following means: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

I am board certified in the following areas:

\*\*\* attach your latest annual CLE report from the State Bar of Texas

Yes  No Have you ever been sanctioned or reprimanded by the State Bar of Texas?  
If yes, attach decisions by the committee and, if desired, any written explanations.

Yes  No Do you have any pending grievances?  
If yes, attach a document explaining.

Yes  No Have you ever been sanctioned for failure to appear before a court?  
If yes, attach any applicable court document and, if desired any written explanation.

Yes  No Have you ever been removed from an appointment list?  
If yes, on a separate page list the county, type of appointment and the reason.

Initials

\_\_\_\_\_ I am currently licensed and in good standing to practice law in the state of Texas.

\_\_\_\_\_ I agree that I will provide representation in the appointed cases. I will not send an associate in my firm or any other individual in my place to represent a party who is not qualified under these rules.

\_\_\_\_\_ I agree to accept all communications and correspondence from the courts via email.

\_\_\_\_\_ I agree to submit by December 1 of each year a statement for Navarro County that describes the percentage of practice time that was dedicated to work based on appointments accepted in Navarro County for the 12 months prior that begins December 1 and ends November 30 through the online form promulgated by the Texas Indigent Defense Commission.

\_\_\_\_\_ I have read the Navarro County Fair Defense Act Plan and I agree to abide by the rules and conditions of appointment set forth.

\_\_\_\_\_ I understand that I have a continuing duty to file an amended application within thirty (30) days of the date any of information in this application changes and further agree to reapply using this form, or any other form required by the Court, on or before December 1 of each year.

\_\_\_\_\_ I will comply with the State Bar Rules for Professional Conduct.

\_\_\_\_\_ I will comply with the Texas Lawyer's Creed.

\_\_\_\_\_ I will obtain copies and keep myself informed of the local rules for each court in Navarro County.

I ask that my name be considered for inclusion on the list of licensed attorneys eligible for court appointments in the 13<sup>th</sup> Judicial District Court/ County Court at Law of Navarro County for each appointment list checked below. I state that I am competent and qualified to accept appointments for each appointment list checked below.

- Juvenile a CPS
- Gild support enforcement
- Attorney ad litem ((civil)
- Mediator

You may remove the application pages that do not relate to the categories in which you are requesting appointment however, no application shall be considered without pages 1, 2 and 3.

**JUVENILE APPOINTMENT LIST**

(Check and complete all that apply)

- I have completed at least six (6) hours of CLE in the area of juvenile or criminal law and procedure in the past year.
- I am knowledgeable in juvenile law and I am aware of the collateral consequences of a juvenile adjudication and disposition.
- I have not been the recipient of any public disciplinary action within the last two (2) years.

**CINS or Delinquent Conduct in which THI is not an authorized disposition**

- I have at least one (1) year experience in juvenile law.
- I have observed or participated in at least two (2) stipulated adjudications.
- I have observed or participated in at least five (5) contested adjudications.
- I have observed or participated in at least five (5) dispositions.
- I have observed or participated in at least two (2) detention hearings.
- I have participated in at least five (5) criminal or juvenile trials.
- I do not technically qualify to receive juvenile appointments but I wish to apply for an exception based on the following reasons:

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**Delinquent Conduct in which UJD is an authorized disposition**

- I have at least two (2) years' experience in juvenile law.
- I have participated in at least five (5) criminal or juvenile trials with at least two (2) tried to a jury verdict. (List cause number and style below)

1. \_\_\_\_\_

2. \_\_\_\_\_

- I do not technically qualify to receive juvenile appointments but I wish to apply for an exception based on the following reasons:

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**Determinate Sentence Cases**

- I have at least five (5) years' experience in juvenile law.
- I have participated in at least ten (10) criminal or juvenile trials with at least five (5) tried to a jury verdict. (*List cause number and style below*)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

- I do not technically qualify to receive determinate sentence juvenile appointments but I wish to apply for an exception based on the following reasons:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CPS APPOINTMENT LIST**  
(Check and complete all that apply)

- I have observed at least one (1) court session in Navarro County in which abuse, neglect, dependency or termination of parental rights cases were heard.
- I have observed at least one (1) contested adjudicatory or termination hearing in Navarro County in which abuse, neglect, dependency or termination of parental rights cases were heard.
- I have attended at least three (3) hours of CLE in the area of family law and CPS cases with a focus on the duties of an ad litem within the past two (2) years -OR- I have been unable to meet the above CLE requirement for the following

reasons: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- I do not technically qualify to receive CPS appointments but I wish to apply for an exception based on the following reasons:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CHILD SUPPORT ENFORCEMENT APPOINTMENT LIST**

**Determinate Sentence Cases**

- I have at least five (5) years' experience in juvenile law.
- I have participated in at least ten (10) criminal or juvenile trials with at least five (5) tried to a jury verdict. (*List cause number and style below*)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

- I do not technically qualify to receive determinate sentence juvenile appointments but I wish to apply for an exception based on the following reasons:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CPS APPOINTMENT LIST**  
(Check and complete all that apply)

- I have observed at least one (1) court session in Navarro County in which abuse, neglect, dependency or termination of parental rights cases were heard.
- I have observed at least one (1) contested adjudicatory or termination hearing in Navarro County in which abuse, neglect, dependency or termination of parental rights cases were heard.
- I have attended at least three (3) hours of CLE in the area of family law and CPS cases with a focus on the duties of an ad litem within the past two (2) years -OR- I have been unable to meet the above CLE requirement for the following reasons: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- I do not technically qualify to receive CPS appointments but I wish to apply for an exception based on the following reasons:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CHILD SUPPORT ENFORCEMENT APPOINTMENT LIST**

(check and complete all that apply)

- I have observed at least one (1) child support enforcement court session in Navarro County.
- I have observed at least one (1) child support contempt hearing in Navarro County.
- I have attended at least three (3) hours of CLE in the area of family law and child support enforcement within the past two (2) years -OR- I have been unable to meet the above CLE requirement for the following reasons: \_\_\_\_\_  
\_\_\_\_\_
- I do not technically qualify to receive child support enforcement appointments but I wish to apply for an exception based on the following reasons: \_\_\_\_\_  
\_\_\_\_\_

**ATTORNEY AD LITEM APPOINTMENT LIST**

(civil cases)

- I devote \_\_\_\_\_% of my law practice to civil law.