

**APPLICATION FOR APPOINTMENT
WILLIAMSON COUNTY FAMILY AND CPS CASES**

The following application shall be submitted for court-appointments in the 395th District Court, 425th District Court and County Court at Law No. 1 for: mediators; attorneys representing children or indigent parents in CPS cases; and attorneys representing indigent parties opposing contempt proceedings in family cases. Applicants must provide a copy of this form to District Court Administration via e-mail to Amber Norton at Amber.Norton@wilco.org.

Applicant Information:

Full Name: _____

Physical Address Office: _____

Mailing Address: _____

Email Address: _____

Work Phone#: _____ Cell Phone#: _____

Texas Bar#: _____ License Date: _____

Answer YES or NO to the following questions:

1. Are you currently in good standing with the State Bar of Texas? _____
2. Are you currently a member of the Williamson County Bar Assoc.? _____
3. Are you currently or have you ever been charged with a criminal offense other than a Class C traffic offense? _____ If yes, list the date, county, style and cause number, charge, and disposition: _____

4. Has an emergency, temporary or final protective order ever been issued against you? _____
If yes, list the date, county, style and cause number, allegations and disposition: _____

5. Have you ever been sanctioned or reprimanded by the State Bar of Texas? _____
6. Have you ever been held in contempt of court? _____
7. Attach copies of any dispositive order relating to Questions 3, 4, 5, and 6.
8. Are you currently Board Certified in Family Law with the State Bar of Texas? _____
9. Do you have a Child Welfare Certification from the State Bar of Texas or National Association of Counsel for Children? _____

10. Have you ever been removed from an appointment list by any court or county? _____
If yes, list date, county, and reason for removal: _____
11. Has a court ever found you provided ineffective assistance of counsel? _____

Experience and CLE:

12. Please indicate when and where you have been appointed by a court to serve in the following areas:

Attorney Ad Litem: _____

Guardian Ad Litem: _____

Amicus Attorney: _____

Mediator: _____

13. Describe your legal experience in the following areas (YOU CAN ATTACH YOUR RESUME):

Attorney Ad Litem: _____

Guardian Ad Litem: _____

Amicus Attorney: _____

Mediator: _____

14. Describe any special skills or training you have that will help in representing clients (e.g. mental health cases, foreign or sign language, TBRI, etc.): _____

15. Attach your most recent State Bar CLE statement and note that minimum qualifications to serve in CPS cases require 6 hours of CLE per calendar year to include 3 hours of parent representation and 3 hours of child representation, and training on Trauma Informed Practices.¹

16. Indicate the court(s) , listed below, where you are requesting to serve (check above the line) :

Attorney Ad Litem/ Guardian Ad Litem in CPS Cases	_____	395 th	_____	425 th	_____	480 th	_____	CCL1
Attorney Ad Litem/ Guardian Ad Litem in Family Cases	_____	395 th	_____	425 th	_____	480 th	_____	CCL1
Mediator in CPS Cases	_____	395 th	_____	425 th	_____	480 th	_____	CCL1
Mediator in Family Cases	_____	395 th	_____	425 th	_____	480 th	_____	CCL1

¹ Act of May 27, 2021, 87th Leg., R.S. (to be codified at Tex. Fam. Code 107.004)

17. By submitting the application for appointment, I certify that {initial eachline):

_____ all the information on this form is true and correct;

_____ I have read and understand the requirements and duties in the Texas Family Code and Texas Disciplinary Rules of Professional Conduct as they apply to my role as an attorney ad litem, guardian ad litem, or mediator;

_____ I have read the Joint Order Adopting Fee Schedule for Attorneys Representing Children and Indigent Parents in CPS and Family Cases;

_____ I am subject to removal from each court's list if the Court determines, in its sole discretion, that I have failed to fulfill my responsibilities per the Texas Family Code, maintain the qualifications to serve in the capacity to which I was appointed, or for other good cause determined by the Court where I received the appointment; and

_____ I agree to contact each court with any changes to the information contained in this application and to provide information that would make me ineligible to receive appointments under the applicable qualifications.

Oath and Declaration:

Signed the _____ day of 20 _____,

Applicant for Appointment List

STATE OF TEXAS

COUNTY OF _____

Before me, a Notary Public, on this day personally appeared

_____ {applicant's name}, who after being properly

identified and placed under oath swore before me that all the information stated on this Application for Appointment in Williamson County is truthful and accurate.

Signature: _____

Name: _____

[SEAL]

Office of Person taking Oath: _____