

**Waller County  
State of Texas**

**NOTIFICATION OF OPPORTUNITY AND APPLICATION**

For: Contract Indigent Defense Attorney  
Period: January 1, 2018 through December 31, 2018

**Sealed applications shall be submitted no later than Noon, Thursday, November 3 2017.**

Mark Envelopes: Indigent Attorney Application.

All applications are to be delivered to Albert M. McCaig, Jr., Judge, 506<sup>th</sup> Judicial District Court, 836 Austin Street, Suite 307, Hempstead, Texas 77445.

Attached is an instruction sheet for Application For Contract Indigent Defense Attorney. 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 Thursday, November 16, 2017, at 8:30 a.m., in the District Courtroom of the Waller County Courthouse. You are invited to attend. If you are not present, you will be notified of the status of your application.

Applications may be withdrawn by the attorney at any time prior to the official opening, but must be withdrawn in person from Judge McCaig. 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 After the official opening, applications may not be amended or altered and may not be withdrawn without the approval of the Panel of Judges.

Applications will be opened and reviewed by a Panel of Judges consisting of Judge Jackson and Judge McCaig, on the date above. They will be evaluated on:

1. experience and qualifications of applicant;
2. applicant=s past performance in representing defendants in criminal cases;
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 shall be specifically directed to any of the two categories of cases in the County Court at Law and District Courts; to-wit: Felony and Misdemeanor/Juvenile. An Applicant may apply for both categories. As the discretion of the Panel of Judges, an applicant may be eligible to

receive a contract for only one or for both. Separate applications are required for each category. Categories include:

1. Felonies
2. Misdemeanor/Juvenile

Capital Murder cases, whether or not the death penalty is sought will not be handled under the contract. Appeals and other post-conviction remedies are not included under the contract. Those cases will be appointed by the Trial Judges as they arise. Other matters requiring special expertise or extensive forensic training may be assigned outside the contract.


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 and the Attorney must be willing to work with the District Attorney on assigned cases. As a condition of contract award, attorneys are expected to make contact with assigned clients within 72 hours of their appointment, either at the jail, in person or in writing. In addition, attorneys will be required to coordinate office visits with the District Attorney's office to discuss trial preparation and discovery compliance.

Attorneys must meet the minimum attorney qualification requirements of the local indigent defense plan for criminal and juvenile cases, and as set out in the Sample Contract available through the office of the Local Administrative Judge. 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 such Continuing Legal Education programs as required by the Texas Judicial Counsel and local rules of Waller County for attorneys representing indigent accused persons, which shall include at least 8 hours of Continuing Legal Education in handling criminal cases.

A Sample Contract is available for your review and can be emailed directly to you on request. Please contact one of the trial judges with any questions.

  
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ALBERT M. McCAIG, JR.  
Local Administrative Judge