

**INSTRUCTIONS FOR APPLICATION  
FOR CONTRACT REGARDING INDIGENT DEFENSE ATTORNEY  
FOR FELONY CASES IN WALLER COUNTY, TEXAS**

Please prepare a typed application that contains the information listed below. Applications for Felony and Misdemeanor/Juvenile cases are submitted to separate Courts. Make sure you are submitting an application for the correct Court for the proper level of cases (i.e. Felony and/or Misdemeanor/Juvenile). If applying for any and/or all Courts or for any and/or all levels, you may be selected for only one Court and/or level.

**Applications filed with the 506<sup>th</sup> District Court shall be for Felony cases only. Anyone applying for Misdemeanor/Juvenile cases needs to contact the County Court at Law of Waller County and submit an application through that Court.**

An Applicant may apply for both Felony cases and Misdemeanor/Juvenile cases in the appropriate Court in Waller County. However, an applicant is only eligible for appointments on either Felony cases through application and contract with the 506<sup>th</sup> District Court or on Misdemeanor/Juvenile cases through the County Court at Law Court of Waller County, but not for both. An attorney cannot be under contract in Waller County for both Felony cases and Misdemeanor/Juvenile cases in the same year. The application must contain the following:

Contract Term: January 1, 2024 through December 31, 2024

Name

Business Address

Business Phone

Cell Phone

Fax Number (If available)

Email Address

State Bar Number

Date admitted to Texas Bar

Defense Related Organizations, Clubs, Societies, Associations

Board Certifications, if any, and date awarded

Language proficiency, if any

Name of attorney who will cover for you in an emergency

Sanctions or grievances by the State or Local Bar within the past three years, including those that are pending or unresolved

Complete your application form by using the proper pleadings signature block, and signing above your printed name as an Officer of the Courts. **Submit no later than November 13, 2023.**

Attach to your application the report of your latest year of Continuing Legal Education on file with the State Bar of Texas

Attach to your application a one page letter on your business letterhead outlining why you believe you are qualified to serve as a Contract Indigent Defense Attorney in the indicated area, as well as other information you believe to be important.

Place your application packet in a large, sealed envelope labeled with your name and Application For Indigent Defense Contract. Deliver the sealed envelope to the Judge of the 506<sup>th</sup> District Court's chambers by the date stated in the Notification of Opportunity and Application.