

THE DISTRICT COURTS OF BEXAR COUNTY



BEXAR COUNTY COURTHOUSE
100 DOLOROSA STREET
SAN ANTONIO, TEXAS 78205

BEXAR COUNTY CIVIL DISTRICT COURTS
ATTORNEY AD LITEM, GUARDIAN AD LITEM, AMICUS AND
MEDIATOR APPOINTMENT LIST(S) APPLICATION

Last Name: _____ First Name: _____

Firm Name (if not self-employed): _____

Mailing Address: _____

Office Number: _____ Fax Number: _____

Cell Phone Number: _____ E-mail Address: _____

State Bar Number: _____ Date Licensed to Practice Law-Texas: _____

Please place me on the following Appointment List(s): Please see attached qualifications list:

_____ General Ad Litem Appointment List;

_____ Tax Docket Ad Litem Appointment List;

_____ Family Attorney Ad Litem and/or Guardian Ad Litem
Appointment List;
*(not including CPS or Child Support Appointments)

_____ Amicus Appointment
*(not including CPS/Child Support Appointments)

_____ Mediator Appointment

*Contact information for the following appointment lists are: CPS-Rose Garcia 210.335.3389;
Child Support-Priscilla Carrasco 210.335.2725 (Judge Eric Rodriguez); and
Child Support-Denise Garza 210.335.2706 (Judge Nick Catoe)

Civil Appointment List Application- Cont.

AD LITEM APPOINTMENT LISTS: RELEVANT SPECIALIZED EDUCATION, TRAINING, CERTIFICATION, AND/OR SKILL:

Please identify your appropriate professional experience and certifications for consideration when appointing Attorney Ad Litem in complex cases. Examples: Texas Bar Legal Specialization in Family Law, Civil Trial Law, Personal Injury Trial Law, etc.:

MEDIATOR APPOINTMENT LIST:

Date of Certification: _____

Attach copy of certification to this application.

Areas in which you wish to mediate:

- _____ Personal Injury
- _____ Family
- _____ General Civil
- _____ Other: Please specify _____

RELEVANT SPECIALIZED EDUCATION, TRAINING, CERTIFICATION, AND/OR SKILL:

Please identify your appropriate professional experience and certifications for consideration when appointing Attorney Ad Litem in complex cases.

Examples: Texas Bar Legal Specialization in Family Law, Civil Trial Law, Personal Injury Trial Law, etc.:

LANGUAGE IN WHICH YOU ARE PROFICIENT:

- _____ Spanish
- _____ Sign Language
- _____ Other: Please specify _____

Please note any other areas of expertise to consider in regard to appointments in complex cases
(Attach additional information if necessary):

Civil Appointment List Application- Cont.

CERTIFICATION

By my signature below, I certify that the information in this application to be registered on one or more of the Bexar County District Court Civil Appointment Lists is true and correct. I understand that failure to keep my contact information current may result in me being dropped from the list. I agree to comply with any additional rules and requirements to be eligible for and maintained on the Civil Appointment List(s) that may be established by the Bexar County Civil District Court Judges. For appointment to the Family Law list my signature below also certifies that I will complete 10 hours of CLE in Family Law each calendar year and provide this information to the Civil District Court Administration Office by January 31st of each year.

Signature: _____ Date: _____

Printed Name: _____

Return this form to: Ryan Anderson, General Administrative Counsel
Civil District Court Administration
Bexar County Courthouse
100 Dolorosa, 5th Floor
San Antonio, Texas 78205
Phone: 210-335-2300
E-mail: Ryan.Anderson@bexar.org

FOR ADMINISTRATIVE USE ONLY

Date Application Received: _____

Date Application Approved: _____ Civil Tax Family Amicus
 Mediator

GENERAL ADMINISTRATIVE COUNSEL

Civil Appointment List Application- Cont.

REQUIRED QUALIFICATIONS FOR ALL ATTORNEYS TO BE APPOINTED

INITIAL EACH OF THE FOLLOWING THAT APPLIES TO YOUR APPLICATION:

_____ Currently licensed to practice law in the State of Texas;

_____ Current on State Bar Dues and Occupational Tax; and

_____ Current on State Bar of Texas MCLE requirements.

*** You must attach verification of your current status to practice Law in Texas, payment of State Bar Dues and Occupational Tax and MCLE record showing completion of required CLE requirements for your current compliance year.**

ADDITIONAL FAMILY LAW QUALIFICATIONS:

In addition to the general requirements above, the minimal qualifications for inclusion on the Family appointment lists are:

- 1) Licensed to practice law in Texas for five years and in good standing with the State Bar of Texas;
- 2) Experience in family law custody litigation (have completed at least 40 hearings; temporary or final--verification to be provided upon request) ; and
- 3) Must have completed 10 hours of CLE in Family Law the previous calendar year and certify that you will complete 10 hours of CLE in family law each calendar year.
- 4) Attorneys requesting consideration for appointment will be required to sign a certificate affirming the above.

Attorneys not currently meeting the Family Law qualifications who wish to be considered may submit a request to be placed on the Family appointment lists which will be determined by a committee of Civil District Court Judges.

ADDITIONAL MEDIATOR QUALIFICATIONS:

In addition to the general requirements above as to attorneys, all applicants for mediation appointments must meet the minimal qualifications for inclusion on the Mediator appointment list which are:

Civil Appointment List Application- Cont.

1. A person must have completed a minimum of 40 classroom hours of training in dispute resolution techniques in a course conducted by an alternative dispute resolution system or other dispute resolution organization approved by the court making the appointment. **(Certificate must be submitted with application).**
2. To qualify for an appointment as an impartial third party under this subchapter in a dispute relating to the parent-child relationship, a person must complete the training required by Subsection (1) and an additional 24 hours of training in the fields of family dynamics, child development, and family law.
3. In appropriate circumstances, a court may in its discretion appoint a person as an impartial third party who does not qualify under Subsection (1) or (2) if the court bases its appointment on legal or other professional training or experience in particular dispute resolution processes.

CHILD PROTECTIVE SERVICES CASES:

1. Mandatory 40 hours of training in Child Welfare Law & Procedure consisting of following:
 - a.) Attend 3 of the Children’s Court Nuts/Bolts Training
 - b.) Attend the Children’s Court Ad Litem Seminar
 - c.) Complete the online Attorney Ad Litem Seminar through The State Bar of Texas, www.texasbar.com Representing Texas Children in Abuse and Neglect Cases (for Attorney Ad Litem Certification)
 - d.) Court Observation in Judge Garcia and Judge Montemayor’s court.
 - e.) Receive mentoring from one of our experienced Ad Litem’s that is on the Children’s Court Attorney Association (CCAA) Mentoring Committee. Contact George Willingham, Attorney at Law, by email glw@stic.net to be assigned a mentor.
 - f.) Complete Observation/Training Affidavit, and please submit the form to the Court for verification. Set an appointment with the Court Coordinator to receive New Attorney Ad Litem Packet.
2. Thereafter, to remain on Bexar County Children’s Court Appointment list, complete minimum 15 hours CLE each year, by attending Mandatory Children’s Court Annual Training and additional Child Welfare Training.
3. Be a member of CCAA, SABA Family Law Section, SAFLA or be on Judge’s Pro Bono List

Civil Appointment List Application- Cont.

4. Submit a copy of your MCLE record at end of November each year (begin this Nov. 2010) to show achieved mandatory Child Welfare Law CLE. (Submit copy to Court Coordinator by email, rogarcia@bexar.org)

CHILD SUPPORT CASES:

1. Currently licensed to practice law in the State of Texas;
2. Current on State Bar Dues and Occupational Tax; and
3. Current on State Bar of Texas MCLE requirements.