

Fact Sheet for Attorneys on Appointment Wheel

1. You will have thirty (30) days from the date you submit your Application to show proof of six (6) hours of Continuing Legal Education (CLE) in Criminal Law. In addition to those six (6) hours, you must provide proof of either a CLE course in Immigration Law or an Immigration component within another CLE course (no minimum hours needed for the Immigration Law requirement). We will accept courses within the last calendar year to satisfy these hours. (This will satisfy your first annual requirement as set forth below).

In order to continue receiving Misdemeanor appointments, you must submit proof of six (6) hours of CLE in Criminal Law, in addition to the proof of CLE in Immigration Law (as set forth above), on an annual basis to County Court Administration (by December 31st). You need only submit a copy of your State Bar MCLE page to show proof of these hours.

For the Misdemeanor Appellate Wheel, you need at least 1 year of experience in criminal litigation and/or appellate experience; and have filed at least one misdemeanor or felony brief in a criminal or juvenile case or have completed at least one CLE course on appellate brief writing.

2. You will receive your appointments through fax and/or email and you must maintain or have both. Every month the criminal courts are assigned a portion of the wheel of attorneys eligible to receive appointments, which is posted in County Courts at Law Administration Office (3rd Floor, Paul Elizondo Tower). Please contact the Coordinators to see how cases are assigned each month.
3. Upon receiving an appointment, you must make every reasonable effort to contact your client not later than the end of the first working day after the date of appointment, and interview the defendant as soon as practicable after the appointment. Remote Attorney Visitation for defendants in the Bexar County Jail is available on the 3rd Floor, Paul Elizondo Tower, in District Court Administration. Contact Jeremy at (210) 335-2544 to schedule visits. You may also send an Attorney contact letter to the Jail, addressed as: Defendant's name and SID #, Bexar County Adult Detention Center, 200 N. Comal St., San Antonio, Texas 78207 sent via facsimile to (210) 335-6359. Attorneys are also free to conduct in- person jail visits at the jail outside of jail "freeze" hours (2:15-3:30 p.m.).
4. Claim for payment (vouchers) are located in each courtroom. You must include your appointment order with your voucher (signed by judge) to claim payment once the case is resolved, and submit to the Court Clerk for data entry. The clerks will forward them to the Bexar County Auditor's Office for payment.
5. Where is my check? All voucher payments and Tax (W-9) inquiries should be made to the Bexar County Auditor's office. Direct deposit is also available. They are located on the 8th Floor of the Tower, and may be reached by calling 210-335-2301 for any questions.
6. Vacation notices can be submitted online to <https://apps.bexar.org/dkattvac/attvac.aspx> or contact Irene Torres at itorres@bexar.org or call at 210-335-2765.
7. Please submit changes of address, phone numbers, emails, or fax numbers on the misdemeanor appointment wheel, to Reba Sedillo c/o County Court Administration, via facsimile to (210)335-2935 or 101 W. Nueva, Ste. 325, San Antonio, Texas 78205 (Paul Elizondo Tower), Phone: (210) 335-2115, rsedillo@bexar.org.

8. Attachments:

- County Courts at Law Locator/Phone Directory
- Fee Schedule
- Sample Voucher
- Investigator Policy and List
- Order of Referral Form to Problem-Solving Courts and Information sheets