

The County Courts at Law of Bexar County



BEXAR COUNTY COURTS-AT-LAW  
CIVIL ATTORNEY AD LITEM/GUARDIAN AD LITEM  
APPOINTMENT LIST APPLICATIONS

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 in State of Texas: \_\_\_\_\_

Do you have malpractice liability insurance?  
\_\_\_\_ Yes \_\_\_\_ No If yes, indicate provider: \_\_\_\_\_

Have you ever been convicted of a crime? \_\_\_\_ Yes \_\_\_\_ No  
If yes, please explain: \_\_\_\_\_

Have you ever been the subject of any State Bar Disciplinary Action? \_\_\_\_ Yes \_\_\_\_ No  
If yes, please explain: \_\_\_\_\_

Do you currently have any pending criminal charges, other than Class C or traffic violations,  
in any jurisdiction? \_\_\_\_ Yes \_\_\_\_ No  
If yes, please explain: \_\_\_\_\_

**\*Note: If you are arrested at any time while on the appointment list, you must report your arrest to the County Court Administration Office by the end of the first business day after arrest.**

AREAS OF PRACTICE

LANGUAGE:

\_\_\_\_\_ Personal Injury

\_\_\_\_\_ Spanish

\_\_\_\_\_ Tax

\_\_\_\_\_ Other: Please specify \_\_\_\_\_

\_\_\_\_\_ General Civil

\_\_\_\_\_ Sign Language

\_\_\_\_\_ Other: Please specify \_\_\_\_\_

**RELEVANT SPECIALIZED EDUCATION, TRAINING, CERTIFICATION, OR SKILL :**

Please identify your appropriate professional experience and attach any certifications to this application. Examples of board certifications include Texas Bar Legal Specialization in Civil Trial law, Personal Injury Trial Law, etc. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

In each case in which the appointment of an attorney ad litem or guardian ad litem is necessary, a court using a rotation system shall appoint the person whose name appears first on the applicable list maintained by the court. **The use of the Ad Litem list maintained by the court is not required if the appointment of that person as attorney ad litem or guardian ad litem is agreed on by the parties and approved by the court or in complex matters.**

**Complex matters:** On finding good cause, the court may appoint a person included on the applicable list whose name does not appear first on the list, or a person who meets statutory or other requirements to serve on the case and who is not included on the list, if the appointment of that person as attorney ad litem, guardian ad litem, mediator, or guardian is required on a complex matter because the person: (1) possesses relevant specialized education, training, certification, skill, language proficiency, or knowledge of the subject matter of the case; (2) has relevant prior involvement with the parties or case; or (3) is in a relevant geographic location.

Please note any other areas of expertise to consider in regard to appointments in complex matters: \_\_\_\_\_

**MUST BE SIGNED IN THE PRESENCE OF A NOTARY (check all that apply):**

- Currently licensed to practice law and in good standing with the State of Texas for at least one year preceding application;
- I have not received a reprimand or suspension from the State Bar of Texas within the last year. (**Note: An attorney who has received a reprimand is disqualified from inclusion on the list for one year following the reprimand and an attorney who has received a suspension is disqualified from inclusion on the list for one year following reinstatement in good standing by the State Bar**);
- Current on State Bar Dues and Occupational Tax; and
- Current on State of Texas MCLE requirements.

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- You must attach verification of your current status to practice in Texas, payment of State Bar dues and Occupational Tax and MCLE record showing completion of required CLE requirements for your current compliance year.
  - You must complete at least 2 hours of CLE within the past 2 years regarding service as an Attorney ad Litem (in relation to personal injury litigation), which can be waived based on experience, at the discretion of the Civil judges.
  - It is in the discretion of the County Court Judges hearing civil matters to deny an applicant to serve on the Ad Litem list for any good cause. Individuals may also be removed from the Ad Litem list for failure to perform the duties as an Ad Litem or failure to satisfy the requirements herein or for any good cause as determined by a majority of the County Court Judges hearing civil matters.
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By my signature below, I certify that the information in this application to be accepted on the Bexar County Courts at Law Mediator List is true and correct. I agree to comply with any additional rules and requirements to be eligible for and maintained on the list that may be established by the County Courts at Law hearing civil matters.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Subscribed and sworn to before me on the \_\_\_\_\_ day of \_\_\_\_\_  
20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

Return this form to:      Dianne Garcia-Marquez, General Administrative Counsel  
Bexar County Court Administration  
Paul Elizondo Tower  
101 W. Nueva St., Ste. 325  
San Antonio, Texas 78205  
(210) 335-2628  
Fax (210) 335-2935  
[dianne.garcia@bexar.org](mailto:dianne.garcia@bexar.org)

\_\_\_\_\_  
FOR ADMINISTRATIVE USE ONLY  
\_\_\_\_\_

Date Application Received: \_\_\_\_\_

Date Application Approved: \_\_\_\_\_

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