

**CAMERON COUNTY CRIMINAL DISTRICT COURTS  
PLAN AND STANDING RULES  
AND ORDERS RELATED TO  
APPOINTMENT OF COUNSEL FOR INDIGENT DEFENDANTS**

The following Local Rules replace the current local rules for Cameron County Criminal District Courts Plan and Standing Rules and Orders Related To Appointment of Counsel for Indigent Defendants. These subsections affect all county and district courts with criminal law jurisdiction. The rules in this section will govern criminal procedures in all criminal courts in Cameron County, and will take precedence over any other local rule to the contrary. These rules are adopted pursuant to Texas Government Code 74.093. These amended local rules are effective November 1, 2008.

1. Arresting Officer's Responsibilities

- a. An arresting officer must complete and file probable cause affidavit information prior to or at the time that an arrested person is booked into jail and submit an offense report to the District Attorney's Office within 24 hours of the booking of the arrested person.
- b. No one will be booked into the Cameron County Jail unless a probable cause affidavit is filed by the arresting officer prior to or at the time of booking.
- c. The arresting officer shall without unnecessary delay, but not later than 24 hours after the person is arrested, take the person arrested or have him taken to the appropriate magistrate for such magistrate to hold a probable cause hearing as well as to set bail and inform the person arrested of their rights including the right to court-appointed counsel as set out in Article 15.17 of the Code of Criminal Procedure as hereinafter described.
- d. Pursuant to Article 17.033 of the Code of Criminal Procedure, a person who is arrested without a warrant and who is detained in jail must be released on bond, in an amount not to exceed \$5,000, not later than the 24<sup>th</sup> hour after the person's arrest for a misdemeanor and a magistrate has not determined whether probable cause exists to believe that the person committed the offense. If the person is unable to obtain a surety for the bond or unable to deposit money in the amount of the bond, the person must be released on personal bond.
- e. Pursuant to Article 17.033 of the Code of Criminal Procedure, a person who is arrested without a warrant and who is detained in jail must be released on bond in an amount not to exceed \$10,000, not later than the 48<sup>th</sup> hour after the person's arrest for a felony and a magistrate has not determined whether probable cause exists to believe that the person

committed the offense. If the person is unable to obtain a surety for the bond or unable to deposit money in the amount of the bond, the person must be released on personal bond.

- f. On the filing of an application by the attorney representing the state, a magistrate may postpone the release of a person under Rule 1.d or 1.e for not more than 72 hours after the person's arrest. An application filed under this subsection must state the reason a magistrate has not determined whether probable cause exists to believe that the person committed the offense for which the person was arrested.

2. Procedures for Timely Appointment of Counsel

- a. Whenever an arrested person is first brought before a magistrate, the magistrate shall perform the duties described in Article 15.17 of the Code of Criminal Procedure, conducting what will hereinafter be referred to as an Article 15.17 hearing, which will include the following:
  - 1. The magistrate shall specifically inform the person arrested of the person's right to request appointment of counsel if the person cannot afford counsel.
  - 2. The magistrate shall specifically ask the person arrested whether the person wants to request appointment of counsel.
  - 3. The magistrate shall inform the person arrested of the procedures for requesting appointment of counsel.
  - 4. The magistrate shall ensure that reasonable assistance in completing the necessary forms for requesting appointment of counsel is provided to the person at the time of the Article 15.17 hearing.
  - 5. If the arrested person does not speak and understand the English language or is deaf, the magistrate shall inform the person in a manner consistent with Articles 38.30 and 38.31 of the Code of Criminal Procedure.
- b. In each case in which an arrested person is taken before a magistrate for an Article 15.17 hearing, the magistrate will make a written record on a form titled "Magistrate Warning" and available in both English and Spanish, of the following information:
  - 1. That the magistrate informed the person of the person's right to request appointment of counsel;

2. That the magistrate asked the person whether the person wanted to request appointment of counsel; and
3. Whether or not the person requested appointment of counsel.

(See Attachment One for the English version and Attachment Two for the Spanish version).

- c. If the arrested person requests appointment of counsel, the magistrate shall transmit or cause to be transmitted to the Cameron County Pre-Trial Services Office the name of the arrested person requesting appointment of counsel so the Pre-Trial Services can interview the person to determine if he/she qualifies for a court-appointed attorney. This transmittal will occur no later than 24 hours after the request is made to the magistrate.
- d. Counsel shall be appointed in the manner specified in Rule <sup>3</sup> below, as soon as possible, but not later than the end of the first working day after the date on which the Pre-Trial Services Office receives the defendant's request for counsel. "Working day" means Monday through Friday, except for official county holidays.

3. Procedures and Financial Standards for Determining Whether a Defendant is Indigent

- a. After the Article 15.17 hearing, if the defendant has informed the magistrate that he/she does not want to request court-appointed counsel, this will be reflected on the Magistrate Warning form. If at any time after the Article 15.17 hearing the defendant decides that he/she would like to be interviewed after telling the magistrate that he/she did not want to request court-appointed counsel, he/she will be referred to the Pre-Trial Services Office for an interview (see below). If at any time after magistration the arrested person decides that he/she does not want to be interviewed for court-appointed counsel, after making the request with the magistrate, he/she will be referred to the Pre-Trial Services Office to sign a form reflecting the declination (Attachment Three).
- b. After the Article 15.17 hearing, if the defendant has informed the magistrate that he/she wants to request court-appointed counsel, the arrested person will be interviewed by the Pre-Trial Services Office whether or not they are able to make bond. If the defendant makes bond, he/she will be given a form with the contact information for the Pre-Trial Services Office and instructing them to contact the Pre-Trial Services Office by the end of the next business day to schedule an interview.

- c. As soon as possible following the Article 15.17 hearing, a Pre-Trial Services Officer shall interview each defendant who has requested Appointment of counsel and the defendant will provide under oath the necessary information concerning his/her financial resources. The Pre-Trial Service Officer shall input this information into the computer for the defendant.
- d. The financial data requested from the defendant during the interview with the Pre-Trial Services Office will include but is not limited to the defendant's income, source of income, assets, property owned, outstanding obligations, necessary expenses, the number and ages of dependants, and spousal income that is available to the defendant. Whether the defendant has posted or is capable of posting bail will not be considered in determining indigency, except to the extent that it reflects the defendant's financial circumstances as measured by the consideration listed above.
- e. At the conclusion of the interview with the Pre-Trial Services Office, the defendant will be asked to swear to and sign an "Affidavit of Indigence." (See Attachment Four for the English version and Attachment Five for the Spanish version).
- f. Based on the financial data given by the defendant, the office will calculate and determine whether the person meets the financial standard for indigency in Cameron County. That standard follows:
  - 1. The defendant's necessary expenses will be subtracted from the defendant's gross income, including spousal income if applicable. The resulting number will be referred to as the defendant's "net income"
  - 2. "Necessary expenses" should include but are not limited to: rent or mortgage, food/groceries, car payment, car insurance, utilities for the defendant's household.
  - 3. The defendant's "net income" will be used to determine if the individual is indigent based on the income for one person under the Federal Poverty Guidelines. If the defendant's "net income" is \$867 or more a month, they will be presumed not to qualify for a court-appointed attorney. If the defendant's "net income" is less than \$867 a month, they will, qualify for a court-appointed attorney. The amount will be adjusted annually pursuant to the Federal Poverty Guidelines.
  - 4. A defendant who is presumed not be indigent because his/her income is \$867 or more a month may ask the court to review his/her financial circumstances and the cost of retaining counsel based on the seriousness of the offense and the court may appoint counsel if it finds

that the defendant is not financially able to hire counsel. The Pre-Trial Services Office also may refer a defendant who is presumed not to be indigent to a court for further screening.

- g. A defendant who is determined to be indigent is presumed to remain indigent for the remainder of the proceedings in the case unless a material change in the defendant's financial circumstances occurs. If there is a material change in financial circumstances after a determination of indigency or non-indigency is made, the defendant, the defendant's counsel, or the attorney representing the state may move for reconsideration of the determination.
- h. A written or oral statement elicited from the defendant during this process or evidence derived from the financial data provided may not be used for any purpose, except to determine the defendant's indigency or to impeach the direct testimony of the defendant.
- i. A defendant may request a court-appointed attorney at any time, and the court judge who presides over the defendant's case has the discretion to appoint any attorney to that defendant, according to the method of assignment outlined in Rule 4 below.

4. Selection and Appointment of Counsel

- a. Attorneys shall be appointed to represent indigent defendants from public appointment lists using a system of rotation as described later in this subsection.
- b. The judges hereby establish the following public appointment lists from which counsel for indigent defendants shall be appointed:
  - 1. A Misdemeanor list;
  - 2. A State Jail Felony list;
  - 3. A Second and Third Degree Felony list;
  - 4. A First Degree and 3(g) Felony list;
  - 5. An Appellate list for State Jail and Third Degree Felonies;
  - 6. An Appellate list for First, Second and 3(g) Felonies.
- c. Appointment of counsel to represent a defendant in a motion to revoke probation proceeding or a motion to adjudicate guilt proceeding shall be from the list appropriate for the underlying offense.

- d. Twice a year, by a posted date in July and January, attorneys may apply to be included on one or more of the public appointment lists. (See Attachment Six). Attorneys do not need to re-apply for lists they are already on, but may apply for additional lists if they have met the qualifications. (See Attachment Seven). All attorneys already on one or more appointment lists also need to certify each January that they have completed at least six hours of CLE in criminal law in the previous year, even if they are not applying for additional lists. (See Attachment Seven-A).
- e. To be eligible for placement on each public appointment list, attorneys must meet the following minimum qualification:
  - 1. To qualify for misdemeanor appointments, including appeals, an attorney must have completed six hours of CLE in criminal law or procedure in the past year, including carryover from the previous year only. Also a State Bar approved Legislative Update Seminar in Criminal Law must be attended in any year the Legislative meets.
  - 2. To qualify for any felony appointment, including appeals, an attorney must have completed six hours of CLE in criminal law or procedure in the past year, including carryover from the previous year only. Also, a State Bar approved Legislative Update Seminar on Criminal Law must be attended in any year the Legislature meets.
  - 3. To qualify for the State Jail Felony list, an attorney must meet the general felony qualifications, have at least one year prior experience in criminal litigation and prior experience as lead or co-counsel in at least three criminal jury trials.
  - 4. To qualify for the Second and Third Degree Felony list, an attorney must meet the general felony qualifications, have at least two years prior experience in criminal litigation and prior experience as lead or co-counsel in two or more felony jury trials.
  - 5. To qualify for the First Degree and 3(g) Felony list, an attorney must either be board certified in criminal law, OR
    - a. meet the general felony qualifications;
    - b. have at least four years' prior experience in criminal litigation;

- c. have prior experience as counsel in four felony jury trials in the last five years, having served as lead counsel in at least two of those trials; and
  - d. have completed ten hours of CLE in criminal law or procedure in the last calendar year. Suggested courses are: The Criminal Law Institute, Advanced Criminal Law Course, The Short Course. Other courses authorized by the State Bar of Texas in criminal law or procedure are acceptable.
- 6. To qualify for the Appellate list for State Jail and Third Degree Felonies, an attorney must meet the general felony qualifications, have at least two years' prior experience in criminal litigation and/or appellate litigation, and have filed at least one brief in a criminal or juvenile case.
  - 7. To qualify for the Appellate list for First, Second, and 3(g) Felonies, an attorney must meet the general felony qualifications, have at least three years' prior experience in criminal litigation and/or appellate litigation, and have filed at least two briefs in a criminal or juvenile case.
- f. In addition to the above qualification requirements, in order to be placed on one or more of the appointment lists, a majority of the district court judges must vote to approve the attorney's placement on each such list.
  - g. At least twice a year, following the submission of attorney applications for the public appointment lists by the posted dates in July and January, the Board of Judges shall evaluate the new applicants for each list and the attorneys already on the lists. The Board of Judges will vote on the new applications and attorneys approved by a majority of the votes of the judges will be placed on the public appointment lists.
  - h. An attorney shall be immediately removed from the appointment wheel and from any case to which the attorney has been appointed for any of the following:
    - 1. the attorney is convicted or receives deferred adjudication for any felony, including controlled substance offenses;
    - 2. the attorney is convicted or receives deferred adjudication for any crime of moral turpitude;
    - 3. the attorney intentionally misrepresents any information on an Application for Court-Appointments, on any Defense Claim for

Fee Payment/Expenses or on any Annual Certification of Attorney;  
or

4. the attorney fails to complete 6 hours of CLE in criminal law or procedure each year; or
  5. the attorney is sanctioned by the State Bar of Texas.
- i. An attorney shall be removed from one or more of the public appointment lists by a majority vote of the Board of Judges whenever the judges determine that the attorney no longer meets the objective qualifications for that list as set out in Rule 4.e or is not fully competent to adequately handle the category of cases associated with that list. The judges may in their discretion remove an attorney from one or more lists, while continuing to approve the attorney for other lists.
- j. An attorney may be removed from one or more of the public appointment lists by vote of a majority of the district and county court judges for any of the following reasons:
1. when an attorney intentionally or repeatedly violates the requirement that the attorney make every reasonable effort to contact the defendant not later than the end of the first working day after the date on which the attorney is appointed and to interview the defendant as soon as practicable after the attorney is appointed.
  2. when, after a hearing, it is shown that the attorney requested and/or received any money or anything else of value for representing an indigent defendant subject to court appointment other than what is paid or anticipated to be paid to them by the county; or
  3. for good cause at the discretion of a majority of the Board of Judges.
- k. The following method shall be used to assign attorneys from the appropriate public appointment list to represent indigent defendants:
1. After the defendant has been interviewed by the Pre-Trial Services Officer and the Officer has completed the calculation and determined that the defendant meets the standard of indigency in Cameron County, the Pre-Trial Services Officer will ask the Director of the Pre-Trial Office or his/her designee to determine the next attorney's name on the appropriate appointment list.
  2. The Pre-Trial Services Director or his/her designee will select and provide an attorney's name from the next five attorneys on the list to

the Pre-Trial Services Officer, after analyzing the individual requirements of the request and utilizing the following filters:

Language  
Degree of Offense  
Availability of Attorney

3. The attorney's name selected to be appointed to the case should be one that meets any language requirement (if possible), is qualified to take appointments for the degree of offense, and is not unavailable, and had the oldest date of last appointment. The next four attorneys names will continue with a fifth name added from the next available attorney on the list to form the next five names. The name of the selected attorney will be moved to the bottom of the list. This will result in a system of rotation.
4. The designated Judge of the District Courts and the designated Judge of the County Courts will receive a master list every day containing the names of all defendants who were arrested the previous day or weekend and were assigned court-appointed counsel by the Pre-Trial Services Office. This master list will include the court-appointed attorney's name and bar number, as well as the case numbers and offenses charged. This master list will be taken to the designated judge for a signature. (For an example, see Attachment Nine). A separate order appointing an attorney in each case will then be generated and placed in the court's file for each case, reflecting that the original master order was signed by the respective administrative judge. (For an example, see Attachment Ten).
5. At any time, a defendant may appear before the judge presiding over the defendant's case and request a court-appointed attorney and the judge must appoint an attorney to represent that defendant if the defendant is indigent. The attorney appointed must be qualified to take that degree of offense and chosen from the next five names on the wheel, as provided by the Pre-Trial Services Office (See Attachment Twelve), unless the judge makes a finding of good cause as set forth below.
6. The judge of District or County Court or the judge's designee may deviate from the rotation system and appoint an attorney in that court who is specifically qualified under the Plan on an ad hoc basis to represent an indigent defendant, or a defendant who in the interest of justice requires appointment of counsel upon a written finding of good cause to deviate from the rotation system.

- m. Each attorney appointed under this subsection to represent the defendant shall represent the defendant on all charges (both felony and misdemeanor) starting from his/her arrest until charges are dismissed, the defendant is acquitted, all post-trial motions are resolved, notice of appeal is perfected, or until relieved by the court or replaced by other counsel after a finding of good cause is entered on the record.
- n. At the conclusion of all proceedings in the trial court, including post-trial motions, if an indigent defendant wishes to file an appeal, trial counsel must assist the defendant in the filing of the notice of appeal. Once these steps have been completed, the court-appointed trial attorney's representation of the defendant is concluded. No motion to withdraw is necessary. The trial court may then appoint an appellate attorney from the appropriate appeal list unless a material change in the defendant's financial circumstances has occurred. The trial court shall appoint a lawyer from the next five names on the appropriate appellate list, as provided by the Pre-Trial Services Office. The judge may make a finding of good cause on the record for appointing out of order.

5. Selection and Appointment of Counsel in Capital Cases

- a. Subject to Rule 5.b below, when a defendant is arrested on capital murder charges, the District Clerk's Office will notify the district court where the case is filed on the first working day after arrest. The judge of that court will then have two working days to appoint counsel to represent the defendant. The presiding judge of the district court in which a capital felony case is filed shall appoint two attorneys, at least one of whom must be qualified under Article 26.052 of the Code of Criminal Procedure, to represent an indigent defendant as soon as practicable after charges are filed, unless the state gives notice in writing that the state will not seek the death penalty.
- b. If an arrested person is charged with capital murder and requests a court-appointed attorney at magistration, the Pre-Trial Services Officer shall interview the defendant to determine if the person meets the standard of indigency in Cameron County. If the defendant qualifies for a court-appointed attorney, the judge presiding in the court to which the capital murder case is assigned will appoint two attorneys, one of whom must be qualified under Article 26.052 of the Code of Criminal Procedure, within the time limit set forth in Rule 2 above.
- c. To be assigned as lead counsel in a death penalty case an attorney must:
  - 1. Be on the list of attorneys approved by the local selection committee of the administrative judicial region for appointment in

death penalty cases as provided in Article 26.052 of the Code of Criminal Procedure; and

2. Meet the following qualifications outlined in Article 26.052 of the Code of Criminal Procedure, approved by the district court judges in Cameron County:
    - a. Be a member of the State Bar of Texas;
    - b. Exhibit proficiency and commitment to providing quality representation to defendants in death penalty cases;
    - c. Have not been found by a federal or state court to have rendered ineffective assistance of counsel during the trial or appeal of any capital case;
    - d. Have at least five years experience in criminal litigation;
    - e. Have tried to a verdict as lead defense counsel at least eight felony cases, including homicide trials and other trials for offenses punishable as second or first degree felonies or capital felonies;
    - f. Have experience as counsel in at least one death penalty case that was handled to conclusion.
    - g.. Have trial experience in the use of and challenges to mental health or forensic expert witnesses;
    - h. Have trial experience in investigating and presenting mitigating evidence at the penalty phase of a death trial;
    - i. Have participated in continuing legal education courses or other training relating to criminal defense in death penalty cases. Five hours death penalty related CLE.
  3. In addition to meeting the above listed qualifications requirements, in order to be included on the list of attorneys qualified for appointment in death penalty cases in the Fifth Administrative Judicial Region, a majority of the members of the local selection committee must vote to approve the attorney's placement on that list.
- d. To be assigned as a second chair counsel in a death penalty case an attorney must meet the qualifications outlined in Rule 4(e)(5) for the First Degree and 3(g) Felony List.

- e. If the state gives notice in writing that it will not seek the death penalty before counsel is appointed, counsel will be appointed from the First Degree and 3(g) list according to Rule 4 above.

6. Notice of Appointment, Determination, and Contact with the Defendant

- a. If it is determined that a person who requests appointment of counsel is not indigent under the standard and procedures described in Rule 3, that finding will be entered on the person's "Indigent Attorney Appointment Affidavit" which will be filed in the court's file. The Pre-Trial Services Office will also hand the defendant a copy of this affidavit, including notice that he/she is presumed not qualified for a court-appointed attorney but may seek judicial review if he/she believes he/she can show that he/she is not financially able to afford counsel.
- b. If it is determined that a person who request appointment of counsel is indigent under the standard and procedures described in Rule 3, the computer will print the name, address, and phone number of the selected court-appointed attorney, as determined according to Rule 4, on the Indigent Attorney Appointment Affidavit, which will be filed in the court's file. The Pre-Trial Services Office will also provide the defendant a copy of this affidavit, including the attorney's information outlined above. (For an example, see Attachment Thirteen).
- c. At the same time the Pre-Trial Services Director or his designee selects the court-appointed attorney's name and it is provided to the defendant by the Pre-Trial Services Office, the attorney will receive notice of the appointment by e-mail and/or fax. (For an example, see Attachment Fourteen).
- d. According to the Texas Code of Criminal Procedure Article 26.04(j)(1), the appointed attorney shall make every reasonable effort to contact the defendant not later than the end of the first working day after the date on which the attorney is appointed. The initial contact may be by certified letter to the defendant. The attorney also must interview the defendant as soon as practicable after the attorney is appointed.
- e. The defendant will be given a postcard by the Pre-Trial Services Office to send by regular mail or interoffice mail from the jail to the Office, if the defendant has not been contacted by his/her court-appointed attorney within a specified date. (See Attachment Fifteen). The Pre-Trial Services Office will attempt to verify this information through jail visitation records and/or communication with appointed attorney and request verification that the attorney has complied with the provisions immediately above.

7. Attorney Fee Schedule and Compensation of Appointed Attorneys

- a. Counsel appointed to represent a defendant in a criminal proceeding, including a habeas corpus hearing, shall be paid a reasonable attorney's fee for performing the following services, based on the time and labor required, the complexity of the case, and the experience and ability of the appointed counsel:
  1. Time spent in court making an appearance on behalf of the defendant as evidenced by a docket entry, time spent in trial, and time spent in a proceeding in which sworn oral testimony is elicited;
  2. Reasonable and necessary time spent out of court on the case, supported by any documentation that the court requires;
  3. Preparation of an appellate brief and preparation and presentation of oral argument to a court of appeals or the Court of Criminal Appeals; and
  4. Preparation of a motion for rehearing.
- b. All payments shall be paid after judicial approval, in accordance with the attached fee schedule and guidelines which were adopted by formal action of the Court Judges, with copies sent to the Auditors Office of Cameron County. (See Attachment Sixteen).
- c. This fee schedule takes into consideration reasonable and necessary overhead cost and the availability of qualified attorneys willing to accept the stated rates.
- d. A voucher form and in-court and out-of-court itemization forms will be provided for appointed counsel to itemize the types of services performed. (See Attachment Seventeen). Appointed counsel must submit this voucher to the judge presiding over the case for which the appointed attorney seeks compensation, for the judge to approve the payment.
- e. If a judge requests guidance on how to proceed in authorization of a voucher for payment or bill submitted by an attorney, an investigator, or a court-appointed expert, he/she may forward the voucher or bill in question to the Local Administrative Judge who will form a committee for review of the same. This committee can also review vouchers where the judge has already disapproved all or part of the requested amount of payment. The committee has limited investigatory powers, such as access to jail records to verify jail visits, contact with the attorney who prepared the voucher, and requests to the attorney to produce information to corroborate claims on the voucher. The committee then makes non-

binding recommendations in writing to the judge presiding over the voucher. If the voucher involves an attorney and the attorney is not satisfied with the outcome, he/she may still pursue the statutory remedy outlined in Article 26.05(c) of the Code of Criminal Procedure.

- f. An attorney who receives an appointment through the system outlined in this plan or through any other means is not allowed to receive any money or anything else of value for representing the accused, other than what is paid to them by the county, as approved by the court in writing.
- g. If the judge disapproves the requested amount of payment, the judge shall make written findings stating the amount of payment that the judge approves and each reason for approving an amount different from the requested amount.
- h. Regardless of whether an attorney's voucher has been reviewed by the voucher committee or not, an attorney whose request for payment is disapproved may appeal the disapproval by filing a motion with presiding judge of the administrative judicial region, as provided under Article 26.05(c) of the Code of Criminal Procedure. This motion must be filed within twenty-one (21) days from the date the attorney receives notice of the disapproval of payment unless good cause is shown. An attorney also may file a motion with the presiding judge of the administrative judicial region if a request for payment is not acted on by the 60<sup>th</sup> day after the request for payment was submitted.
- i. On the filing of a motion, the presiding judge of the Fifth Administrative Judicial Region shall review the disapproval of payment or failure to act and determine the appropriate amount of payment. In reviewing the disapproval or failure to act, the presiding judge of the administrative judicial region may conduct a hearing. Not later than the 45<sup>th</sup> day after the date an application for payment of a fee is submitted Cameron County shall pay to the appointed counsel the amount that is approved by the presiding judge of the administrative judicial region and that is in accordance with the adopted fee schedule.
- j. Investigative and Expert Expenses.

Counsel appointed in capital and non-capital case shall be reimbursed for reasonable and necessary expenses, including expenses for investigation and for mental health and other experts. Expenses incurred with and without prior court approval shall be reimbursed, according to the procedures set forth below. When possible, prior court approval should be obtained before incurring expenses for investigation and for mental health and other experts.

### Procedure With Prior Court Approval:

Appointed counsel may file with the trial court a pretrial ex parte confidential request for advance payment of investigative and expert expenses. The request for expenses must state, as applicable:

1. the type of investigation to be conducted or the type of expert to be retained;
2. specific facts that suggest the investigation will result in admissible evidence or that the services of an expert are reasonably necessary to assist in the preparation of a potential defense; and
3. an itemized list of anticipated expenses for each investigation or each expert.

The court may grant the request for advance payment of expenses in whole or in part upon proof that the request is reasonable. If the court denies in whole or in part the request for expenses, the court shall:

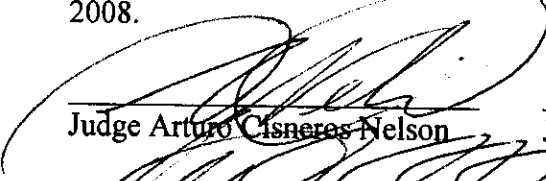
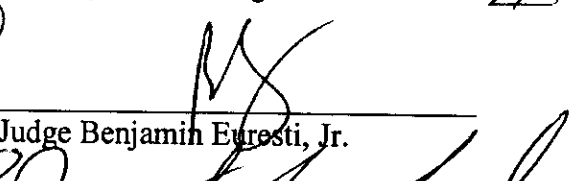
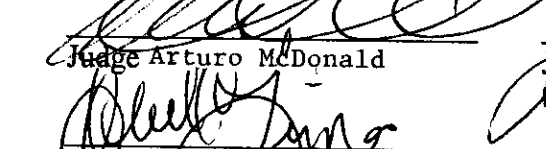
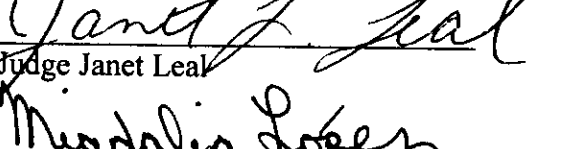

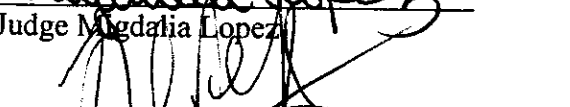

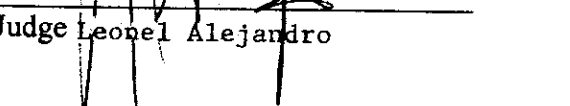
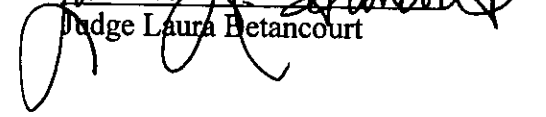
1. state the reasons for the denial in writing;
2. attach the denial to the confidential request; and
3. submit the request and denial as a sealed exhibit to the record.

### Procedure Without Prior Court Approval:

Appointed counsel may incur investigative or expert expenses without prior approval of the court. On presentation of a claim for reimbursement, the court may order reimbursement of counsel for the expenses, if the expenses are reasonably necessary and reasonably incurred. Unreasonable or unnecessary expenses will not be approved.

The Cameron County Juvenile Board shall establish the procedures, standards, guidelines, rules and orders for the appointment of counsel to represent indigent juveniles in juvenile court cases as provided by law.

These Local Rules of Administration were approved by a majority of the District and County Court Judges in Cameron County at a meeting held on October 14<sup>th</sup>, 2008.

 _____ Judge Arturo Cisneros Nelson	 _____ Judge Benjamin Euresi, Jr.
 _____ Judge Arturo McDonald	 _____ Judge Janet Leal
 _____ Judge Abel Limas	 _____ Judge Migdalia Lopez
 _____ Judge Daniel Robles	 _____ Judge Leonel Alejandro
 _____ Judge Laura Betancourt	

Law Enforcement Agency: \_\_\_\_\_  
Date Of Arrest: \_\_\_\_\_  
Time Of Arrest: \_\_\_\_\_  
Place Of Arrest: \_\_\_\_\_

Court #: \_\_\_\_\_  
County/State: \_\_\_\_\_  
Warrant #, If Any: \_\_\_\_\_  
Bail Set: \$ \_\_\_\_\_

HAS A PROBABLE CAUSE AFFIDAVIT BEEN FILED?  YES  NO

**MAGISTRATE'S WARNING**

THE STATE OF TEXAS  
COUNTY OF \_\_\_\_\_

§  
§

Before me, the undersigned, magistrate of \_\_\_\_\_ County, Texas on the \_\_\_\_\_ day of \_\_\_\_\_, at \_\_\_\_\_ O'clock AM/PM., appeared \_\_\_\_\_. I gave said person the following warning:

- You are charged with the offense of \_\_\_\_\_  a felony  a misdemeanor
- You have a right to hire an attorney to represent you.
- You have the right to have an attorney present prior to and during any interview and questioning by peace officers or attorneys representing the State.
- You have the right to remain silent.
- You are not required to make a statement, and any statement you make can and may be used against you in court.
- You have the right to stop any interview or questioning at any time.
- You have the right to have an examining trial (felonies only).
- You have the right to request appointment of counsel if you cannot afford counsel. \*

**\*THE MAGISTRATE SHALL ENSURE THAT THE PERSON IS INFORMED OF THE FOLLOWING PROCEDURES:**

- a. That an application for a court appointed attorney must be completed to determine if he/she qualifies for a court appointed attorney;
- b. That reasonable assistance will be provided to him/her when filling out the application for a court appointed attorney, if needed;
- c. That a financial affidavit must be signed;
- d. That an affidavit is a written or printed declaration or statement of facts made voluntarily and confirmed by oath before a person having authority to administer such oath;
- e. That if he/she meets indigence standards he/she will qualify for court appointed attorney; and,
- f. Attorney should attempt to contact him/her by the end of the first working day after appointment and to interview him/her as soon as practicable after appointment. If appointment is made when the accused is before the court, the accused will be given attorney's name, address, and phone number.

**If you are not a United States citizen and you have been arrested or detained, you may be entitled to have us notify your country's consular representatives here in the United States. Do you want us to notify your country's consular officials?**  
 No. \_\_\_\_\_  YES. \_\_\_\_\_  
 If you responded "YES," what country? \_\_\_\_\_  
If you are a citizen of a country that requires us to notify your country's consular representative, we shall notify them as soon as possible.

**THE ACCUSED DOES / DOES NOT WANT TO REQUEST COURT APPOINTED ATTORNEY.**

Circle One

I acknowledge that I was given the above warning (This is NOT an admission of guilt):

Magistrate \_\_\_\_\_

Person warned \_\_\_\_\_

Place of warning: \_\_\_\_\_

Time: \_\_\_\_\_

Date: \_\_\_\_\_

Accused refused to sign acknowledgement of warning:

Witness (if any):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Magistrate \_\_\_\_\_

Remarks:

This hearing was interpreted by: \_\_\_\_\_  
(Name of Interpreter)

**Note: THIS IS A TWO-SIDED FORM: SPANISH ONE SIDE, ENGLISH OTHER SIDE  
ESTE FORM TIENE DOS LADOS: EN ENGLIS UN LADO Y ESPANOL EN LO OTRO**

Dependencia del orden público: \_\_\_\_\_  
Fecha del arresto: \_\_\_\_\_  
Hora del arresto: \_\_\_\_\_  
Lugar del arresto: \_\_\_\_\_

Juzgado #: \_\_\_\_\_  
Condado / Estado: \_\_\_\_\_  
No. de la orden de aprehensión, si existe: \_\_\_\_\_  
Fianza fijada en: \$ \_\_\_\_\_

¿SE HA PRESENTADO UNA DECLARACIÓN DE CAUSA PRESUNTA?  SÍ  NO

### ADVERTENCIAS DEL JUEZ DE INSTRUCCIÓN

ESTADO DE TEXAS §  
CONDADO DE \_\_\_\_\_ §

Ante mí, el juez de instrucción del condado de \_\_\_\_\_, Texas, el día \_\_\_\_\_ de \_\_\_\_\_, a las \_\_\_\_\_ horas de la mañana/tarde, compareció \_\_\_\_\_, a quien se le dieron las siguientes advertencias:

- Usted está acusado del siguiente delito: \_\_\_\_\_  delito mayor (*felony*)  delito menor (*misdemeanor*)
- Tiene derecho a contratar a un abogado que lo represente.
- Tiene derecho a que su abogado esté presente cuando usted sea entrevistado o interrogado por los agentes del orden público o abogados fiscales del estado, o antes de participar de una entrevista o interrogatorio.
- Tiene derecho a guardar silencio.
- No se le puede exigir que declare nada, pero cualquier declaración que haga puede ser y va a ser usada en su contra en el tribunal.
- Tiene derecho a interrumpir su interrogatorio o entrevista en cualquier momento.
- Tiene derecho a una audiencia previa al juicio para examinar la acusación (sólo para delitos mayores).
- Tiene derecho a que le nombren un abogado que lo represente si no tiene los recursos necesarios para contratar uno.\*

**\*EL JUEZ DE INSTRUCCIÓN SE ASEGURARÁ QUE EL ACUSADO ESTÉ INFORMADO DE LOS SIGUIENTES PROCEDIMIENTOS:**

- g. Debe completarse una solicitud para el nombramiento de un abogado defensor para que el tribunal determine si el acusado reúne los requisitos necesarios para dicho nombramiento.
- h. En caso de ser necesario, se le ayudará al acusado en la medida de lo razonable, a llenar la solicitud para que le nombren un abogado.
- i. Debe firmarse la declaración de situación económica del acusado (*financial affidavit*).
- j. La declaración (*financial affidavit*) debe ser por escrito, detallar los hechos relacionados al estado económico del acusado, debe ser dada por propia voluntad, y bajo juramento de decir verdad ante una autoridad competente.
- k. En caso de que se demuestre que el acusado es indigente, se le nombrará un abogado para que represente al acusado, y
- l. El abogado defensor nombrado por el tribunal debe comunicarse con el acusado en el transcurso del primer día hábil después de su nombramiento. Si el acusado está ante el juez en el momento del nombramiento, se le hará saber el nombre, dirección y teléfono del abogado.

**Si usted no es ciudadano de los Estados Unidos y ha sido arrestado o detenido, posiblemente tenga derecho a que se notifique a los representantes consulares de su país en los Estados Unidos. ¿Desea que notifiquemos al consulado de su país?**

No. \_\_\_\_\_  Sí. \_\_\_\_\_

Si respondió afirmativamente, ¿de que país es usted? \_\_\_\_\_

Si usted es ciudadano de un país que nos exige notificar a sus representantes consulares, notificaremos a los mismos tan pronto sea posible.

**EL ACUSADO DESEA / NO DESEA SOLICITAR UN ABOGADO NOMBRADO POR EL TRIBUNAL PARA DEFENDERLO.**  
indicar la opción

He sido informado de las advertencias mencionadas anteriormente (Ésta NO es una admisión de culpabilidad):

\_\_\_\_\_  
Persona a la que se le dieron las advertencias

El acusado rehusó firmar el reconocimiento de las advertencias of warning:

Juez de instrucción  
Comentarios:

\_\_\_\_\_  
Juez de instrucción

\_\_\_\_\_  
Lugar en que se dieron las advertencias:

\_\_\_\_\_  
Hora:

\_\_\_\_\_  
Fecha:

\_\_\_\_\_  
Testigo (si hay):

\_\_\_\_\_  
Nombre y apellido:

\_\_\_\_\_  
Dirección:

\_\_\_\_\_  
Esta audiencia fue interpretada por:

\_\_\_\_\_  
(Nombre del intérprete)

**Note: THIS IS A TWO-SIDED FORM: SPANISH ONE SIDE, ENGLISH OTHER SIDE  
ESTE FORM TIENE DOS LADOS: EN ENGLIS UN LADO Y ESPANOL EN LO OTRO**

\_\_\_\_\_  
SID#

\_\_\_\_\_  
BOOKING #

\_\_\_\_\_  
COURT

\_\_\_\_\_  
CAUSE #

\_\_\_\_\_  
CHARGE

CAMERON COUNTY DETENTION CENTER  
ACCUSED DECLINED TO BE INTERVIEWED

THE STATE OF TEXAS

COUNTY OF CAMERON COUNTY

Before me, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at the Cameron County Jail appeared \_\_\_\_\_, whom I have informed of his/her right to have counsel appointed to represent him/her. At this time the accused declined to be interviewed to determine if he/she is eligible for court appointed counsel.

\_\_\_\_\_  
ACCUSED

\_\_\_\_\_  
WITNESS

FINANCIAL AND INDIGENT AFFIDAVIT

STATE OF TEXAS

CASE \_\_\_\_\_

COUNTY OF CAMERON

Now comes the Defendant and shows the Court the following:

\_\_\_\_\_, SID # \_\_\_\_\_ being duly sworn, deposes and says:

I hereby state the information provided is as accurate as possible.

I HAVE BEEN ADVISED OF MY RIGHT TO REPRESENTATION BY COUNSEL IN THE TRIAL OF THE CHARGE(S) PENDING AGAINST ME. I CERTIFY THAT I AM WITHOUT MEANS TO EMPLOY COUNSEL OF MY OWN CHOOSING AND I HEREBY REQUEST THE COURT TO APPOINT COUNSEL FOR ME. I SWEAR OR AFFIRM THAT THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. THE STATE OF TEXAS MAY PLACE A LIEN ON MY PROPERTY IN ORDER TO PAY FOR THE COST OF MY ATTORNEY. BY SIGNING THIS AFFIDAVIT I AUTHORIZE THE PRE-TRIAL SERVICES OFFICE TO RUN A CREDIT REPORT TO VERIFY THE ACCURACY OF DATA PROVIDED ON THIS FINANCIAL AND INDIGENT AFFIDAVIT.

Signed on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Defendant's Signature

\_\_\_\_\_  
Printed Name of Defendant

Subscribed and sworn before me on this \_\_\_\_ day of \_\_\_\_\_,  
A.D. \_\_\_\_\_.

\_\_\_\_\_  
Notary Public In and For the State of Texas

DECLARACION FINANCIERO Y DE INDIGENCIA

ESTADO DE TEXAS

CAUSA \_\_\_\_\_

CONDADO DE CAMERON COUNTY

Comparece el acusado y le demuestra al tribunal lo siguiente:

\_\_\_\_\_, SID# \_\_\_\_\_ despues de prestar debido juramento testifica y dice:

Declaro por la presente que la informacion provista es tan fiel come fuera possible.

HE SIDO NOTIFICADO SOBRE MI DERECHO A SER REPRESENTADO POR UN ABOGADO EN EL JUICIO POR EL/LOS CARGO(S) QUE HAY PENDIENTE(S) EN MI CONTRA. CERTIFICO QUE NO TENGO LOS MEDIOS PARA EMPLEAR UN ABOGADO DE MI SELECCION Y POR LA PRESENTE SOLICITO AL TRIBUNAL QUE NOMBRE A UN ABOGADO PARA QUE ME REPRESENTE. JURO O AFIRMO QUE LA INFORMACION ANTERIOR ES VERDADERA Y CORRECTA HASTA DONDE YO SE. EL ESTADO DE TEJAS PUEDE PONERLE UN GRAVAMEN A MI PROPIEDAD A FIN DE PAGAR EL COSTO DE MI ABOGADO. AL FIRMAR ESTE DECLARACION AUTORIZO A LA OFICINA DE SERVICIOS PREVIOS AL JUICIO (PRE-TRIAL SERVICES OFFICE) A PEDIR SU HISTORIAL DE CREDITO PARA VERIFICAR LA VERACIDAD DE LA INFORMACION PROVISTA EN ESTE DECLARACION FINANCIERO Y DE INDIGENCIA.

Doy Fe y firmo en este dia \_\_\_\_\_ de \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Firma del Acusado

\_\_\_\_\_  
Nombre del Acusado en letra de Molde

Suscrito bajo juramento prestado en este dia \_\_\_\_\_ de \_\_\_\_\_, del \_\_\_\_\_ A.D.

\_\_\_\_\_  
Notario Publico En y Para El Estado de Tejas

APPLICATION/AFFIDAVIT  
CAMERON COUNTY ATTORNEY APPOINTMENT LIST

PLEASE COMPLETE THIS ENTIRE PAGE

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Business Address: \_\_\_\_\_ Birth Date: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Fax No. \_\_\_\_\_  
E-Mail address: \_\_\_\_\_

**\*Note: You will receive notification of appointment by fax and e-mail.**

EDUCATION

1. Undergraduate School: \_\_\_\_\_ Date Graduated: \_\_\_\_\_
2. Law School: \_\_\_\_\_ Date Graduated: \_\_\_\_\_
3. Date licensed to practice law in Texas: \_\_\_\_\_ Bar Card No. \_\_\_\_\_
4. Are you qualified to represent non-English speaking clients? Which language(s)?  
\_\_\_\_\_
5. Are you willing to accept clients who speak the language(s) listed in question number four?  
Yes \_\_\_\_\_ No \_\_\_\_\_
6. Have you attended Criminal Law Courses within the last four years?  
Yes \_\_\_\_\_ No \_\_\_\_\_
7. Have you had at least ten hours of CLE in Criminal or Juvenile Law in the last calendar year?  
Yes \_\_\_\_\_ No \_\_\_\_\_  
If "yes" where and when: \_\_\_\_\_  
\_\_\_\_\_

EXPERIENCE – GENERAL

Briefly describe your legal experience and the type of law you have practiced including what percentage has been criminal law: \_\_\_\_\_  
\_\_\_\_\_

EXPERIENCE – CRIMINAL

Have you ever served in a criminal prosecutor's office? Yes \_\_\_ No \_\_\_  
If "yes" where and when: \_\_\_\_\_  
\_\_\_\_\_

Base on the Cameron County Qualifications, I qualify for and I am applying to receive the following appointments:

Felony 3g/1<sup>st</sup> \_\_\_\_\_ Misdemeanor \_\_\_\_\_  
Felony 2<sup>nd</sup>/3<sup>rd</sup> \_\_\_\_\_  
Felony SJF \_\_\_\_\_

Appeals:

3g/1st/2<sup>nd</sup> \_\_\_\_\_  
3<sup>rd</sup>/SJF \_\_\_\_\_

I have completed \_\_\_\_\_ hours of CLE in Criminal Law in the last calendar year

If you are applying to receive appointments for Felony 3g/1<sup>st</sup> you must complete the following information:

\_\_\_\_\_ Board certified in criminal law, or  
\_\_\_\_\_ I have at least four years experience in criminal litigation, and  
\_\_\_\_\_ I have experience as trial counsel in four felony jury trials in the last five years, serving as lead counsel in at least two of these trials. List:

Cause No.	Defendant Name	County	Date
*	_____	_____	_____
*	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

\*Denotes trial as lead counsel

If you are applying to receive appointment for Felony 2<sup>nd</sup>/3<sup>rd</sup> you must complete the following information:

\_\_\_\_\_ I have at least two years experience in criminal litigation, and  
\_\_\_\_\_ I have experience as trial counsel in two felony jury trial. List:

Cause No.	Defendant Name	County
_____	_____	_____
_____	_____	_____

If you are applying to receive appointment for State Jail Felonies you must complete the following information:

\_\_\_\_\_ I have at least one year experience in criminal litigation, and  
\_\_\_\_\_ I have experience as trial counsel in three criminal jury trials. List:

Cause No.	Defendant Name	County
_____	_____	_____
_____	_____	_____
_____	_____	_____



SUPPLEMENTAL APPLICATION/AFFIDAVIT  
FOR CAMERON COUNTY CRIMINAL DISTRICT COURTS  
APPOINTMENT SYSTEM

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Business Address: \_\_\_\_\_ Birth Date: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Fax No. \_\_\_\_\_  
E-Mail address: \_\_\_\_\_

**\*Note: You will receive notification of appointment by fax and e-mail.**

I am currently on the list to receive the following of appointments:

Felony 3g/1 <sup>st</sup>	_____	Appeals:	_____
		3g/1st/2 <sup>nd</sup>	_____
		3 <sup>rd</sup> /SJF	_____
Felony 2 <sup>nd</sup> /3 <sup>rd</sup>	_____	Misdemeanor	_____
Felony SJF	_____		

Base on the Cameron County Qualifications, I now qualify for and applying to receive the following additional appointments:

Felony 3g/1 <sup>st</sup>	_____	Appeals:	_____
		3g/1st/2 <sup>nd</sup>	_____
		3 <sup>rd</sup> /SJF	_____
Felony 2 <sup>nd</sup> /3 <sup>rd</sup>	_____	Misdemeanor	_____
Felony SJF	_____		

I have completed \_\_\_\_\_ hours of CLE in Criminal Law in the last calendar year

If you are now applying to receive appointments for Felony 3g/1<sup>st</sup> you must complete the following information:

- \_\_\_\_\_ Board certified in criminal law, or
- \_\_\_\_\_ I have at least four years experience in criminal litigation, and
- \_\_\_\_\_ I have experience as trial counsel in four felony jury trials in the last five years, serving as lead counsel in the least two of these trials. List:

Cause No.	Defendant Name	County	Date
*	_____	_____	_____
*	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

\*Denotes trial as lead counsel

If you are applying to receive appointment for Felony 2<sup>nd</sup>/3<sup>rd</sup> you must complete the following information:

- \_\_\_\_\_ I have at least two years experience in criminal litigation, and
- \_\_\_\_\_ I have experience as trial counsel in two felony jury trial. List:

Cause No.	Defendant Name	County
_____	_____	_____
_____	_____	_____

If you are applying to receive appointment for State Jail Felonies you must complete the following information:

- \_\_\_\_\_ I have at least one year experience in criminal litigation, and
- \_\_\_\_\_ I have experience as trial counsel in three criminal jury trials. List:

Cause No.	Defendant Name	County
_____	_____	_____
_____	_____	_____
_____	_____	_____

If you are applying to receive 3g, First and Second degree appellate appointments you must complete the following information:

- \_\_\_\_\_ I have at least three years experience in criminal litigation, and/or appellate experience, and
- \_\_\_\_\_ I have filed two felony briefs in a criminal or juvenile case. List:

Cause No.	Defendant Name	County
_____	_____	_____
_____	_____	_____

If you are applying to receive State Jail Felony and Third degree appellate appointments you must complete the following information:

\_\_\_\_\_ I have at least two years experience in criminal litigation, and/or appellate experience, and

\_\_\_\_\_ I have filed one felony brief in a criminal or juvenile case. List:

**Cause No.**

**Defendant Name**

**County**

\_\_\_\_\_

By my signature I attest that the information I have provided in this application is true and accurate.

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

\_\_\_\_\_  
Date

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

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

**Application for Exception to Qualifications  
to Receive Court Appointment**

Technically, I do not qualify to receive court appointments for \_\_\_\_\_  
\_\_\_\_\_, case, because \_\_\_\_\_

(degree offenses)

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I wish to apply for an exception to the qualifications to receive court  
appointments for the following reason(s): \_\_\_\_\_

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Please indicate when you will have your qualification(s) met if applying  
for a grace period exceptions. \_\_\_\_\_

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\_\_\_\_\_  
Attorney/Bar Card No.

\_\_\_\_\_  
Date



STATE OF TEXAS

\_\_\_\_\_ DISTRICT COURT

COUNTY OF CAMERON

COUNTY COURTS AT LAW NO. \_\_\_\_\_

APPOINTMENT OF ATTORNEY

The Court, in accordance with Article 26.04 Code of Criminal Procedure as amended, hereby appoints: \_\_\_\_\_

Attorney

Bar No.

Attorney at Law, to represent \_\_\_\_\_

Defendant in Cause No. \_\_\_\_\_

Such representation to continue until charges are dismissed, the defendant is acquitted, appeals are exhausted, or until relieved by the Court or replaced by other counsel.

Upon completion of the case(s), as described above, the attorney's itemized voucher must be submitted to the Judge of the Presiding Court over the matter for approval.

Date of Appointment: \_\_\_\_\_, 2008.

Original signed by the Judge.

(Bond)

(Jail)

SID # \_\_\_\_\_

State of Texas  
Cameron County

\_\_\_\_\_ District Court  
County Court at Law No. \_\_\_\_\_

APPOINTMENT OF ATTORNEY

The Court, in accordance with Article 26.04 Code of Criminal Procedure as amended, hereby appoints: \_\_\_\_\_

Attorney

Bar No.

Attorney at Law, to represent \_\_\_\_\_

Defendant in Cause No. \_\_\_\_\_

Such representation to continue until charges are dismissed, the defendant is acquitted, all appeals are exhausted, or until relieved by the court or replaced by other counsel.

Performance of duties under this order of appointment will result in submission of your claim for payment by submitting a payment voucher for court approval.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Judge Presiding

Notified of appointment on this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.  
(via phone) (via fax)

Date of Offense \_\_\_\_\_ Capital Murder, (1<sup>st</sup>) (2<sup>nd</sup>) (3<sup>rd</sup>) (FS)

Set on this direct docket on \_\_\_\_\_ at \_\_\_\_\_ a.m.

STATE OF TEXAS

COUNTY OF CAMERON

\_\_\_\_ District Court  
County Court at Law No. \_\_\_\_\_

APPOINTMENT OF ATTORNEY OUT OF ORDER

This court in accordance with Article 26.04(a) of the Code of Criminal Procedure hereby appoints \_\_\_\_\_ to represent  
Attorney/Bar No.

\_\_\_\_\_, Cause No. \_\_\_\_\_  
Defendant/SID No.

Such representation is to continue until charges are dismissed, the defendant is acquitted, appeals are exhausted, or until relieved by the Court or replaced by other counsel. This appointment is being made for good cause and in the interest of justice. The next attorney on the list shall remain the next in order on the list.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Judge Presiding

INDIGENT ATTORNEY APPOINTMENT  
AFFIDAVIT

STATE OF TEXAS

BOOKING NO. \_\_\_\_\_

COUNTY OF CAMERON

\_\_\_\_\_, being duly sworn, deposes and says:

I hereby state the information provided is as accurate as possible. I have been advised of my right to representation by counsel in the trial of the charge(s) pending against me. I certify that I am without the means to employ counsel of my own choosing and I hereby request the court to appoint counsel for me. I swear or affirm that the above information I have provided is true and correct to the best of my knowledge. The State of Texas may place a lien on my property in order to pay for the cost of my attorney. By signing this affidavit I authorize the Pretrial Services Office to run a credit report verifying the data provided on my financial affidavit.

SIGNED on this the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Defendant's Signature

\_\_\_\_\_  
Print Name of Defendant

SUBSCRIBED AND SWORN before me Notary Public in and for the State of Texas on this \_\_\_\_\_ day of \_\_\_\_\_, A.D. \_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC IN AND FOR THE  
STATE OF TEXAS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Name  
Address, zip code  
Phone number

THE ABOVE NAMED INDIVIDUAL HAS BEEN SELECTED AS YOUR ATTORNEY. YOU SHOULD BE CONTACTED BY THE ATTORNEY NOT LATER THAN THE END OF THE FIRST WORKING DAY AFTER APPOINTMENT.

From: Cameron County Pretrial Services Office  
Sent: \_\_\_\_\_  
Subject: CASE APPOINTMENT

Date: \_\_\_\_\_  
To: \_\_\_\_\_ ATTORNEY

You have been appointed to represent the following indigent defendant

NAME:  
SID:  
DOB:  
HOME ADDRESS:  
PHONE:

The Defendant is charged with the following offenses:

OFFENSE	CASE NUMBER	COURT	DATE
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The defendant is currently **CONFINED AT THE CAMERON COUNTY JAIL.**

This appointment shall remain in effect until all charges are dismissed, the defendant is acquitted, appeals are exhausted, or until you are relieved of your duties by the court or replaced by other counsel after a finding of good cause.

You are required by law to make every reasonable effort to contact the defendant not later than the end of the first working day after the date on which you are appointed and to interview the defendant as soon as practicable thereafter.

You may print out this email/fax and attach it to your voucher as proof of your appointment.

Please do not email a reply to this message. It is generated automatically by a service machine.

Attachment Fourteen

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

Pretrial Services Office  
Cameron County Judicial Building  
974 E. Harrison  
Brownsville, Texas 78520

This is to notify you that \_\_\_\_\_, appointed  
(ATTORNEY NAME)

on \_\_\_\_\_, has not contacted me as of \_\_\_\_\_,  
(TO BE FILLED OUT BY CLERK) (TODAY'S DATE)

\_\_\_\_\_  
Name/SID Number Date

STATE OF TEXAS

COUNTY OF CAMERON

JOINT ORDER ADOPTING FEE SCHEDULE

In accordance with Article 26.05, Sections (b), (c) and (d) of the Code of Criminal Procedure of the State of Texas, the undersigned, being the District Courts and County Court at Law judges who handle criminal cases in Cameron County, Texas, now adopt the attached Fee Schedule, effective for all vouchers submitted after October 1, 2008.

It is ORDERED that this Joint Order be spread upon the minutes of the respective courts, filed for record in the offices of the District Clerk and County Clerk of Cameron County, and a copy sent to the Commissioners' Court of Cameron County.

SIGNED, ORDERED and ENTERED the \_\_\_\_ day of October, 2008.

\_\_\_\_\_  
Judge Janet Leal

\_\_\_\_\_  
Judge Benjamin Euresti, Jr.

\_\_\_\_\_  
Judge Arturo Cisneros Nelson

\_\_\_\_\_  
Judge Migdalia Lopez

\_\_\_\_\_  
Judge Leonel Alejandro

\_\_\_\_\_  
Judge Abel Limas

\_\_\_\_\_  
Judge Arturo McDonald

\_\_\_\_\_  
Judge Laura Betancourt

\_\_\_\_\_  
Judge Daniel Robles



## GUIDELINES FOR THE FEE SCHEDULE

1. No claim will be paid unless properly submitted within one year of the final disposition.
2. All dismissals will be paid on an hourly basis only, unless there are multiple cases. See Guideline #16.
3. When it becomes necessary for the Court to appoint an attorney to advise and counsel a witness whose own testimony might subject that witness to potential criminal liability, counsel will be entitled to compensation at the hourly rate which would be payable if counsel had been appointed to represent the defendant in the case on trial.
4. Attorneys handling waiver pleas will be paid as if the case had been indicted.
5. According to Article 26.05(c) of the Code of Criminal Procedure, this fee schedule takes into consideration reasonable and necessary overhead costs.
6. Request for prior approval to exceed the maximum stated out-of-court hours and/or the maximum stated investigator fees must be filed in the appropriate court and set out the need to exceed the maximum and a justification of the cost. Extraordinary circumstances must be presented in order to obtain Court approval.
7. If an attorney chooses to be paid a flat fee for a plea, an additional \$70.00 may be paid for the initial jail visit, if in person.
8. An itemization sheet must be attached showing detailed hours worked if the attorney is being paid on an hourly basis.
9. If the County Auditor's Office detects simple mathematical errors in a pay voucher, it will compute the voucher and pay it out based on the auditor's office calculations.
10. A copy of your brief must be attached to your voucher for payment on an appeal.
11. A voucher must be submitted for payment on any case.

12. Appointed counsel may incur investigative or expert expenses without prior approval of the court. On presentation of a claim for reimbursement, the court may order reimbursement of counsel for the expenses, if the expenses are reasonably necessary and reasonably incurred. Unreasonable expenses will not be approved. When possible, prior court approval should be obtained before incurring expenses for investigation and for mental health and other experts.
  
13. On a capital murder case, if an attorney anticipates exceeding 100 hours of out-of-court time, he/she must notify the court when they have reached 100 hours and provide the court with an up-to-date itemization form for the time already spent. On presentation of a claim for payment, the court shall order payment of counsel for all out-of-court time, if the time spent was reasonably necessary and reasonably incurred. Unreasonable claims will not be approved.
  
14. When an appointment is made on an appeal, it is expected that the attorney receiving the appointment and signing the voucher actually did the research and wrote the brief. If another person assisted the attorney of record, the voucher must reflect that person's name, the work performed by that person, and the amount, if any, that person was paid or promised for their services.
  
15. A voucher combining hourly itemizations and flat fees on multiple cases/multiple counts will not be approved. An attorney must submit a voucher based on flat fees alone, or hourly itemizations alone, and no combination of the two is acceptable.
  
16. For multiple cases, including indictments, MTRs, information on waiver pleas, and/or any combination of these, you may either choose to submit an itemized voucher or be paid a flat fee for the highest degree case, whatever the disposition of that case.
  
17. For one indictment with multiple counts, you may either itemize or choose to be paid one flat fee.

Cause No. \_\_\_\_\_

**ATTORNEY FEES EXPENSE CLAIM**  
 Under Article 26.05, Code of Criminal Procedure as Amended

1. Show only one Defendant and what type of cases arose out of same incident per claim
2. Before payment can be authorized, each item must be completed legibly in ink.
3. For investigations, paid bills must be submitted by the attorney for expenses claimed.
4. Forward completed claim to the Presiding Judge for Approval.
5. Time charges should be rounded to the .1 hour.

COURT APPEARANCE INFORMATION

Defendant	Case Numbers			
	Type of Of Case	Hourly Rate	Number Of Court Hours	AMOUNT
	Out of Court Hourly Rate (Show detail of hours)	\$40		\$
	In Court Hourly Rate (Show detail of hours)	\$70		
	Investigation/Expert Testimony (With prior court approval Attached)			
	Appeals and Writs – Out of Court	\$40		
	- In Court	\$70		

\*Note: Total fee not to exceed  
 \$500 Without prior court  
 Approval, Attach  
 approval Order

		Total	Total	\$
DATES, TIME, AND TYPE OF WORK IN AND OUT OF COURT				
Date	Type of Work	In-Court Hours	Out of Court Hours	
_____	_____	_____	_____	
_____	_____	_____	_____	
_____	_____	_____	_____	
_____	_____	_____	_____	
Total Hours in & Out of Court		_____	_____	

PERSONAL INFORMATION

Social Security Number

Telephone Number

Bar Card Number

Mailing Address

(Number)

(Street) ( )

(City)

(State)

(Zip Code)

CERTIFICATION

I, \_\_\_\_\_, Attorney at Law, swear or affirm to the Court and to the County and to the County Auditor that the information contained above is true and correct, and payment would not be contrary to the fee schedule adopted by the Board of Judges pursuant to Article 26.05, Code of Criminal Procedure. I further swear or affirm that I have not received nor will I receive any other money or anything else of value for representing the accused, and I further affirm or swear that I have not submitted duplicate time charges for the same hours charged in any other case.

\_\_\_\_\_  
Signature (Attorney at Law)

The \_\_\_\_\_ day of \_\_\_\_\_ A.D., 20\_\_\_\_\_.

Approved: \_\_\_\_\_  
Presiding Judge (Signature)

\_\_\_\_\_  
Court Number

FOR USE OF AUDITOR'S OFFICE ONLY

Approved: \_\_\_\_\_, County Auditor