1. **Minimum Attorney Qualifications for Juveniles (Medium and Small Counties)**
   1. The Juvenile Board shall establish attorney appointment lists for the following categories of offenses. Attorneys may apply for and be placed on multiple lists. To be eligible for an appointment list, an attorney must meet the following minimum requirements:
      1. General Requirements:
         1. All attorneys on the appointment list must ensure all information on their application is correct;
         2. An attorney must be a licensed practicing attorney and a member in good standing of the State Bar of Texas;
         3. An attorney shall submit by October 15th each year a statement that describes the percentage of the attorney's practice time that was dedicated to work based on appointments accepted in this county for adult criminal cases and juvenile delinquency cases for the prior 12 months that begins on October 1 and ends on September 30. The report must be submitted through the online form to the Texas Indigent Defense Commission/form prescribed by the Texas Indigent Defense Commission to the court administration office in the county.
         4. An attorney shall complete a minimum of \_\_\_ hours of CLE in the area of juvenile law and procedure each year. All attorneys on the appointment list must file a certificate with the court administration office each year attesting to completion of the required CLE or submit documentation showing that the attorney is certified as a specialist in juvenile law. Continuing legal education activity completed with-in a one year period immediately preceding an attorney’s initial reporting period may be used to meet the educational requirements for the initial year. Continuing legal education activity completed during any reporting period in excess of the minimum of \_\_\_ hours for such period may be applied to the following period’s requirement. The carryover provision applies to one year only;
         5. Must be knowledgeable in juvenile law and be aware of collateral consequences of a juvenile adjudication and disposition;
         6. May not have been the recipient of any public disciplinary action by the State Bar of Texas or any other attorney licensing authority of any state or the United States within the last \_\_\_\_years;
         7. An attorney must maintain an office capable of receiving email, fax, and telephone calls;
         8. An attorney must have the ability to produce typed motions and orders;
         9. An attorney shall notify the Juvenile Board promptly, in writing, of any matter that would disqualify the attorney by law, regulation, rule, or under these guidelines from receiving appointments to represent indigent defendants.
      2. CINS Charges or Delinquent Conduct, and Commitment to TJJD Is Not an Authorized Disposition:
         1. Meet the General Requirements;
         2. Must have a minimum \_\_\_\_ year of work experience in juvenile law;
         3. Must have observed or participated in at least:
            1. \_\_\_\_ stipulated juvenile adjudications;
            2. \_\_\_\_ contested juvenile adjudications;
            3. \_\_\_\_ juvenile dispositions; and
            4. \_\_\_\_ detention hearings; and
         4. Participated in at least \_\_\_\_ criminal or juvenile trial.
      3. Delinquent Conduct, and Commitment to TJJD Without a Determinate Sentence Is an Authorized Disposition:
         1. Meet General Requirements;
         2. Have a minimum \_\_\_\_ years of work experience in juvenile law;
         3. Participated in \_\_\_\_ criminal or juvenile cases, of which at least \_\_\_\_ was tried to a jury verdict; and
      4. Determinate Sentence Proceedings have been Initiated; or Proceedings for Discretionary Transfer to Criminal Court Have Been Initiated:
         1. Meet General Requirements;
         2. Have a minimum \_\_\_\_ years of work experience in juvenile law;
         3. Participated in \_\_\_\_ criminal or juvenile cases, of which at least \_\_\_\_ were tried to a jury verdict;
         4. Tried at least \_\_\_\_ criminal or juvenile case as lead counsel.
   2. Approval for Appointment Lists - An attorney must be approved by a majority of the Juvenile Board for each appointment list for which the attorney applies.
   3. Removal from Appointment List - The Juvenile Board will monitor attorney performance on a continuing basis to assure the competency of attorneys on the list. An attorney may be removed or suspended, as appropriate, from one or more appointment lists by a majority vote of the judges.
   4. Reinstatement to Appointment Lists
      1. An attorney who was removed from the appointment list for non-completion of the required CLE hours may be immediately reinstated upon providing proof that the attorney has completed the required hours so long as the attorney otherwise meets the other qualifications under this Plan.
      2. An attorney who was removed from the appointment list for not submitting the attorney's annual practice time report may be immediately reinstated upon submission of the report so long as the attorney otherwise meets the other qualifications under this Plan.
      3. An attorney who has been removed from the appointment list for any other reason and who wishes to be reinstated must apply through the original application process.
   5. Duties of Appointed Counsel - Appointed Counsel shall:
      1. Notify the court within 72 hours of the receipt of appointment;
      2. Make every reasonable effort to:
         1. Contact the child by the end of the first day after the date on which the attorney is appointed; and
         2. Interview the child as soon as practicable after the attorney is appointed;
      3. Represent the child until:
         1. The case is terminated;
         2. The family retains an attorney;
         3. The attorney is relieved of his duties by the court or replaced by other counsel.
      4. Investigate, either by self or through an investigator, the facts of the case and be prepared to present any factual defense that may be reasonably and arguably available to the child;
      5. Brief the law of the case and be prepared to present any legal defense that may be reasonably and arguably available to the child;
      6. Be prepared to negotiate with the prosecutor for the most favorable solution of the case as can be achieved through a plea agreement;
      7. Be prepared to try the case to conclusion either with or without a jury;
      8. Be prepared to file post-trial motions, give notice of appeal and appeal the case pursuant to the standards and requirements of the Texas Rules of Appellate Procedure;
      9. Maintain reasonable communication and keep the child informed of the status of the case; and
      10. Advise the child on all matters involving the case and such collateral matters as may reasonably be required to aid the client is making appropriate decisions about the case.
      11. Perform the attorney’s duty owed to the child in accordance with these procedures, the requirements of the Code of Criminal Procedure and the Family Code, and applicable rules of ethics.
      12. Manage attorney’s workload to allow for the provision of quality representation and the execution of the responsibilities listed in these rules in every case.