



### **13.5 Notification to Attorney Regarding Non-Compliance**

The following templates shall be used to communicate any violations of P § 7.2.

#### **13.5.1 First Violation**

Date

Mr./Ms. Attorney,

Defendant case numbers XXXXXX&XXXXX was appointed on Date. After several jail request notices sent to your office a jail visit has yet to be made. Appointed Attorneys must interview all defendants incarcerated in the Bell County Jail within X working days after the attorney is appointed per Bell County Indigent Defense Plan. Please make a jail visit at this time.

Signature, IDC

#### **13.5.2 Second Violation**

Date

Mr./Ms. Attorney,

Defendant case numbers XXXXXX & XXXXX was appointed on Date. After several jail request notices sent to your office a jail visit has yet to be made. Appointed Attorneys must interview all defendants incarcerated in the Bell County Jail within X working days after the attorney is appointed per Bell County Indigent Defense Plan. Please make a jail visit at this time.

Signature, IDC



### 13.5.3 Third Violation

Attorney X  
Address  
City, State Zip

Date

Dear Attorney X-

It appears to us that you are not able to timely see some or all of your clients and/or make your court hearings. We suspect you have been too busy. It is our usual policy in such situations to put the busy attorney on "hold" from the court-appointed attorney list for 90 days so that he/she can catch up.

If you disagree, you may respond in writing or be present at a conference of the judges, at the discretion of the judges hearing criminal cases.

You may request a conference by calling the coordinator, Mrs. Paula King at 254-933-5246 within 10 days of this letter.

Regards,

Judge X  
X<sup>th</sup> District Court  
Bell County, Texas

Forms that needed to be added:

Appointment of counsel by IDC - notice to defendant & to attorney