**County Criminal Courts Attorney Appointment Application Checklist**

1. Complete attached application and return to  
 Rina Maloney  
 1450 E. McKinney, Ste. 1333, Denton, TX 76209  
 Phone: (940)349-2102 Fax: (940)349-2101  
 Email: [Rina.Maloney@DentonCounty.com](mailto:Rina.Maloney@DentonCounty.com)

2. Ensure that the Affidavit regarding your practice is complete and notarized

3. You may submit CLE hours but the requirement of 10 hours each year is waived for the initial   
 application process

4. Before submitting please note that in order to be eligible for the appointment list, an attorney   
 must meet the following minimum requirements: (Denton County Statutory Indigent Defense Plan pgs. 10-13)

A. Licensed practicing attorney and a member in good standing with the State Bar  
  B. Must devote at least 30% of time practicing criminal law in the State of Texas or  
 be board certified by the Texas Board of Legal Specialization in criminal law  
  C. Handled at least 5 contested criminal trials before the court and/or 5 criminal  
 jury trials and/or criminal appeals greater than a Class “C” offenses  
 With lead counsel experience in at least 2 cases  
  D. May not have any public disciplinary action by the State Bar or any other   
 licensing authority of any state within the last 3 years or be found by any court  
 to have engaged in professional misconduct within the last 3 years  
  E. Must maintain an office that has operational and functional equipment that is   
 able to receive from the courts and clients email, fax, telephone/voice messages  
  F. Ability to produce typed motions/orders  
  G. May not be on community supervision probation, deferred adjudication or   
 participating in the diversion program, or owe fines or court costs for any   
 criminal offense above a Class “C”  
  H. Must not be under indictment or charged with a criminal offense involving   
 moral turpitude  
  I. May not have a judgment or outstanding debt/in default to any governmental   
 entity or federally insured program  
  J. Maintain principal office in Denton County, as listed with the State Bar of Texas   
  K. Must be approved by a majority of the Statutory County Court Judges

5. If approved:  
  A. Each year submit, by October 1st, proof of 10 hours of criminal law CLE  
  B. Each year file, by October 1st, affidavit that 80% of total criminal cases are   
 pending in Denton County.  
  C. Each year submit, by October 15, to the Texas Indigent Defense Commission a   
 statement that describes the percentage of the attorney’s practice time that was  
 dedicated to work based on appointments accepted in this county