CAFA APPOINTMENT LIST
APPLICATION PACKET

(Updated 08.01.2017-am)

INTRODUCTION TO CAFA APPOINTMENT LIST

Occasionally, the Travis County Civil Courts are in need of attorneys to appoint to indigent parents or children in civil Child Protective Services (CPS) cases. To facilitate the appointment of qualified attorneys in accordance with strict statutory deadlines, the Travis County Judges rely on a list of attorneys who agree to automatically accept ANY CPS case for ANY client at ANY time. This list ("Court-Appointed Family Attorney" or "CAFA" List) is maintained by the Lawyer Referral Service of Central Texas (LRS) in conjunction with the Travis County District Judges' Office (DJO).

PLEASE NOTE: Effective immediately, child support contempt cases brought through the Domestic Relations Office (DRO) or Office of the Attorney General (OAG) are NO LONGER assigned through the CAFA List or subject to the CAFA Application Process or the terms of the CAFA packet. Any attorney who desires to receive appointments in AG/DRO cases may obtain a separate application for this purpose on the website of the Travis County Civil District Courts or at the District Judges Office.

As of September 2012, there is a minimum requirement of 30 hours of CPS-related Continuing Legal Education (CLE) for all attorneys on the CAFA list. Before an attorney may be placed on the CAFA list, the attorney must complete and submit to LRS the CAFA Appointment List Application, the CAFA Appointment List Certification Form, and proof of at least 30 hours of CPS-related CLE training.

The LRS determines whether an attorney has met the Appointment List requirements and compiles a list of qualified attorneys. LRS transmits the list of qualified attorneys to the DJO, which appoints attorneys for cases as needed, primarily on an alphabetical rotating basis.

After an attorney is initially placed on the list, there is a yearly maintenance requirement of at least 8 hours of CPS-related CLE per year; and an updated CAFA Appointment List Application, including the CAFA Appointment List Certification Form.

This packet gives detailed instructions about how to apply to the list and policies relating to the list.

Please Note: Attorneys who complete the mandatory training are not guaranteed any court appointments. All attorneys on the CAFAs Appointment List are appointed at the discretion of the Court and an attorney may be denied admission to or removed from the appointment list at any time at the Court's discretion.

Court Appointed Family Attorneys

The Court Appointed Family Attorneys (CAFA) is a section of the Austin Bar Association (ABA) supporting lawyers in this practice area. To join the CAFA section, you must be a member of the Austin Bar Association. Membership in the ABA CAFA section is not required to be eligible to receive Court appointments from the Travis County Civil Courts CAFA Appointment List but membership in the section may be beneficial.

1. CAFA focuses on improving legal representation of children and parents involved with the Child Protective Services Division of the Department of Family and Protective Services.
2. CAFA members benefit from networking and resources. ABA CAFA Section members communicate via a Google Listserv. The link to request to be added to the Google Group is traviscountycafa+owners@googlegroups.com.
3. Members receive discounts on all CAFA-sponsored CLE.
4. CAFA has had a beneficial impact on improving the professional standards of the child welfare law practice in Travis County.
5. Members enjoy professional support in meeting the challenges of child and parent advocate attorneys.

Procedures Governing CAFA Appointment List / Application

1. Training

For ***initial placement*** on the CAFA List, an attorney must complete 30 hours of CPS-related CLE; 8.25 hours of the 30 hours are mandatory core hours.

These mandatory CLEs are:

- Representing Children in CPS Cases (online class / mp3; can be completed online through www.TexasBarCLE.com) (Satisfies Education Requirements/reduced fee for lawyers who agree to take court appointed CPS cases); MCLE Credit: 3 hrs (includes 0.5 hr ethics); MCLE No: 928006560; Expires 6/30/18 – you must complete the course and report your MCLE hours prior to this date to receive credit; and

- Representing Texas Parents in Abuse and Neglect Cases (online class / mp3; can be completed online through www.TexasBarCLE.com) (Satisfies Education Requirements/reduced fee for lawyers who agree to take court appointed CPS cases); MCLE Credit: 3.25 hrs (includes 1 hr ethics) MCLE No: 901366728; Expires 12/31/2017- you must complete the course and report your MCLE hours prior to this date to receive credit, and

- New Procedures for Parent Attorney Appointments in CPS Cases (DVD available at Austin Bar Association, call 512-472-0279) (Satisfies Education Requirements/reduced fee for lawyers who agree to take court appointed CPS cases); MCLE Credit: 1 hr; MCLE No: 9013369855; Expires 12/31/2017 – you must complete the course and report your MCLE hours prior to this date to receive credit. (This course is mandatory as of 8/31/2015), and

- The Submission Docket for Child Protective Services Cases (Satisfied Education Requirements/reduced fee for lawyers who agree to take court appointed CPS cases); MCLE Credit: 1 hr; MCLE No. 928000275; The link to the course: https://drive.google.com/file/d/0B2yID55EnNWsUUxPZ3psaGlXbWM/view?usp=sharing.

The additional hours beyond the mandatory courses listed above must be CPS-related CLE and must have been completed within the 12 months immediately prior to the date of your initial application.

For ***maintenance*** on the CAFA List, an attorney must complete an additional 8 hours of CPS-related CLE training each year (*see below*).

Please Note: Please contact CAFA or LRS if you need assistance identifying upcoming CLE that qualifies as "CPS-related." Please contact one of the CAFA board members for help if you wish to attend a CLE, but are not sure whether it counts toward the 30-hour requirement. LRS will make the final determination as to whether a CLE counts as "CPS-related" for CAFA purposes. To assist in providing additional CLE, CAFA hosts monthly luncheons noticed on the CAFA listserv which are usually 1.0 hours of CPS-related CLE. There are also several CLEs available on TexasBarCLE.com which qualify and are available at a reduced fee for attorneys who will accept CPS appointments.

Additionally, Judge Darlene Byrne hosts a series of CPS-related CLE through a free monthly Brown Bag Lunchtime CLE Series. For more information, or to be added to the distribution list for these CLEs, please contact the 126th District Court at (512) 854-9313.

2. CAFA Application submitted to the Lawyer Referral Service

Submit completed applications to the LRS, attention Ms. Annie Melendez, whose direct line is (512) 472-1311 and fax number is (512) 472-2695, or Annie@AustinLRS.org. Remember to submit contact information changes to LRS, which will then submit an updated list to the DJO. Each completed application is subject to

review by and approval of the District Judges at their next monthly meeting and attorneys should be aware that your application, once complete, will be held until the next meeting of the District Judges.

LRS will update the list as names are added. The updated list is forwarded to the DJO, the DJO will then process appointments and send the appointment orders via email. The DJO uses a computer system which assigns cases on a rotating basis.

3. Maintenance Requirement

To remain on the CAFA appointment list, an attorney must complete two steps:

a. Complete 8 hours of CPS-related CLE annually. The 8-hour maintenance requirement is due on the last day of October following the one-year anniversary of being accepted on the appointment list. For example, if a name is added to the appointment list in October of any year, the 8-hour requirement must be met by October 31st of the following year. If added to the appointment list in a month after October, the 8-hour requirement must be met by October 31st of the following year. Submit proof of CLE to the LRS office.

b. Complete the *CAFA Appointment List Application* and the two page *CAFA Appointment List Certification Form* and submit this to the LRS office with proof of CLE.

Those who do not complete the above-described steps will be automatically removed from the CAFA list after October 31 each year. Please note that, like initial applications, completed renewal applications are subject to review by and approval of the District Judges at their next monthly meeting.

4. CLE Waivers

A judge may waive the minimum CLE requirements (for attorneys who are initially applying to the CAFA list or seeking to renew their status on the list) if an attorney is bilingual (capable of representing Spanish-speaking clients) or has substantial experience or other skills. Contact the LRS office or the 126th District Court at (512) 854-9313 to request a CLE waiver request form. When completed, submit the waiver request form, a copy of your resume, and a copy of the completed *CAFA Appointment List Application* and the *CAFA Appointment List Certification Form* to the DJO. If the Judge approves your CLE waiver, submit the entire packet to the Lawyer Referral Service for final processing.

The judicial waiver process must be completed each year by October 31st to remain eligible to receive appointments.

POLICIES REGARDING THE CAFA APPOINTMENT LIST

1. Rotation / Discretionary Nature of Appointments

The Travis County District Judges issue all CAFA appointments as these appointments are needed. These orders are processed by the DJO. The DJO uses a computer system which assigns cases on a rotating basis. Appointments are NO LONGER made on an alphabetical basis. Generally, when the DJO appoints an attorney to represent an unknown father, they will also provide that attorney with the next available appointment that is not an unknown father. In an effort to make the appointment process one that ensures the assignment of an attorney with appropriate training, skills, and client capacity, the District Judges retain full discretion in the assignment process. In order to best manage the caseload and accommodate all parties entitled to appointed counsel, the Court may occasionally exercise its discretion by assigning cases in a manner that deviates from the usual rotation or by appointing attorneys who are not on the appointment list.

2. Admission to / Removal from List

Because all attorneys on the Court's appointment list are appointed at the discretion of the Court, an attorney may be denied admission to or be removed from the appointment list at any time at the Court's discretion. Attorneys should understand that they do not have any right to receive cases from the CAFA appointment list and that there is no procedure to appeal the decision of the district judges to decline to place their name on the CAFA appointment list or remove them from the CAFA appointment list. Attorneys are not guaranteed any court appointments, even if they complete the mandatory training.

3. Email Appointments

When an appointment is made, the DJO will send an email notification to the appointed attorney with the appointment order attached. If the appointment is made immediately at the time the case is opened, the District Attorney's office will typically send the appointed attorney a copy of the petition, the sworn affidavit of extraordinary relief, and the ex-parte / show cause order in the case. If the appointment is made later in a case, the Clerk's office will send the attorney the file in the case. It is extremely important that the DJO has each attorney's current contact information, especially your email--please update the DJO and LRS immediately with any changes. Check email at least every 24 hours for appointments for which an attorney will be held professionally responsible. If no documents are attached to a notification email, check with the Clerk's Office to obtain the documentation needed to proceed with representation.

4. Planned Absence / Vacation Letter to District Judge's Office

If an attorney plans to become unavailable for a specific period of time (vacation, sick or maternity leave, etc.), the attorney is required to notify the DJO by fax or email as soon as possible prior to the absence/leave date. This ensures no appointments are made to those unavailable to effectively represent appointed clients, delays are avoided, and costs to the County are minimized.

5. Substitution/Withdrawal

If withdrawal from an appointment is necessary, the substituting attorney must also be on the CAFA list and eligible to receive appointments. Usually, the attorney who is substituting in prepares the Motion and the Order and subsequently bills the County. Once all parties have signed the documents to indicate agreement, the substituting attorney may fax the agreed documents to Judge Byrne's attention at (512) 854-9332; email the document to CPSCourtStaff@traviscountytx.gov; or hand-deliver the documents to the DJO to be placed in Judge Byrne's mailbox for signature. This withdrawal/substitution procedure may not apply in a case where the withdrawing attorney must seek a client's consent to the withdrawal and substitution. *Please refer to Local Rule 6.1 with regard to when a hearing is necessary on a motion for withdrawal or substitution.* If a hearing is necessary and anticipated to be handled in 5 minutes

or less, it should be set on the regular CPS docket reserved for hearings of 5 minutes or less. Contact the Court Administrator's Office to request a setting on this docket. A copy of the signed Order should be provided to all parties and the CPS caseworker to ensure that the attorney who is substituting in receives all notices he/she is entitled to throughout the case. Please also provide a copy of any signed substitution or withdrawal order in a CPS case to the District Judge's Office staff, so they may update the attorney of record in the CPS database / case tracking system.

6. Mileage Reimbursement

Attorneys may request reimbursement for mileage for reasonable and necessary out-of-county travel performed in conjunction with court-appointed representation. Mileage is reimbursed at the approved county rate at the time of travel.

(1) Judicial authorization is not required for travel within Travis and to contiguous counties. Reasonable and necessary mileage for travel to contiguous counties is reimbursable at allowable county reimbursement rates. Travel within Travis County is NOT reimbursed.

(2) When traveling to a county that is NOT contiguous to Travis (i.e. Lubbock), submit a written request prior to travel for advance approval of the mileage reimbursement, explaining why travel is reasonable and necessary. Use the form described below for this purpose. (Before submitting the request to the judge, consider whether it might constitute an ex parte communication. If so, please copy all parties.) Requests may also be made during a hearing. Written travel authorizations (approved forms, court orders, or other written proof of authorization) must be attached to billing and to requests for mileage reimbursement. If travel approval was not obtained prior to travel, submit a written explanation of why advance approval was not obtained. (Again, please consider whether this might constitute an ex parte communication and take appropriate steps to copy all parties if necessary and appropriate.) A judge will review all requests for reimbursement.

(3) Other than mileage, NO fees associated with an attorney's travel will be reimbursed unless specifically approved in writing by a Judge in advance of travel. This includes fees for use of toll roads, public transportation, plane tickets, taxi fare, car rental, hotels, meals, and other expenses.

(4) If you are seeking travel authorization for the purpose of complying with Tex. Fam. Code. §107.004(d) or §107.0131(a)(1)(G), please note that it is the Court's expectation that, before seeking travel authorization, you will research whether you can confer with your client, as appropriate, by telephone or video conference and will use the most efficient and appropriate method possible under the circumstances to communicate with your client. You may use the forms described below to seek a waiver of pre-hearing meeting with client or authorization to communicate with your client by telephone or video conference.

(5) Detailed Forms are available to help attorneys "Request Judicial Approval of Out-Of-County Travel" or Seek a "Waiver of Statutory Requirement to meet with a Client Before a Hearing" in circumstances where there is good cause for such a waiver under Tex. Fam. Code. §107.004(e) or §107.0131(a)(1)(G). These forms are now available at: https://www.traviscountytx.gov/courts/files/cps

7. Co-Counsel or 2nd Chair

Unless specific prior court approval is provided in writing, attorneys should not bill Travis County for legal services by co-counsel or a 2nd chair attorney, law clerk, legal assistant, or paralegal performing the same work. For example, an attorney should not bill the county for expenses or legal fees associated with conferring with a legal assistant or having a paralegal sit through a trial without prior written court approval.

8. Interpreters for Clients Who Do Not Speak English

The Court maintains a list of attorneys who speak other languages. If you encounter a language barrier with an appointed client, contact the DJO to request names of lawyers who speak that language. The list of approved expenses does NOT include expenses related to language interpreters.

The list of County-approved expenses changes from time to time. It is now available at:

https://www.traviscountytx.gov/images/courts/Docs/indigent_attorney_fee_reimbursable_expenses_CivilDistrictCPS.pdf

9. Billing / Invoicing

(1) Template: Use the billing form template provided found at the Travis County District Court website/CPS Documents and Forms.
https://www.traviscountytx.gov/images/courts/Docs/Civil_Attorney_Claim_Form_CivilDistrictCPS.pdf

- The Judge who heard your case last is listed as "Judge Presiding;"
- Include the Court, the Cause Number, and that it is an appointed case;
- When representing children, use only the child's initials—no full names;
- Original signatures only—faxes are not acceptable.

(2) Invoice Submission Deadline: An invoice submitted more than one year after the services were rendered must be accompanied by an explanation of good cause for the delay, without which the invoice is considered untimely and unreasonable. The reviewing Judge has sole discretion in determining good cause for the delay. Late invoices will be processed in the order received and are subject to available funds.

(3) Rounding Hours: Attach a detailed explanation of attorney hours billed, rounding hours billed to the nearest 1/10th of an hour. A Judge reviews all bills. Avoid descriptions that may be construed as ex parte communications. If submitting an invoice for a series of consecutive actions, each less than 1/10th of an hour, please calculate the total amount of actual time spent on the series of actions rather than bill each action individually.

(4) List of Approved Expenses: The County reserves the right to deny reimbursement to attorneys for ANY expense that is not expressly included in the County's itemized list of approved attorney fee expenses (see link in paragraph 8). Prior judicial approval must be obtained for an item not on the approved attorney fee list. This list of approved expenses is subject to change at any time. The most current list of approved expenses is posted at the Travis County District Court website under "CPS Documents and Forms."

(5) Reasonable and Necessary Fees: The Judges will review and determine whether reimbursement requests are reasonable and necessary. The Judge has full discretion to reduce and/or deny reimbursement requests for services which are determined not to be reasonable and necessary. Within thirty (30) days of a reduction and/or denial of reimbursement, an attorney may submit a written request to the DJO stating reasons why the expense should be reimbursed. If the attorney fails to file a response to the reduction and/or denial within thirty (30) days of the date of reduction and/or denial, the attorney is deemed to have waived the opportunity for a review of fees.

(6) Failure to Comply with Invoicing Policies: Failure to comply with billing and invoicing procedures may result in reduced appointments or no appointments.

For billing and invoicing questions, contact the DJO office: civilattorneyfees@traviscountytx.gov

TRAVIS COUNTY DISTRICT COURT

CAFA Appointment List Application

Return this form to LRS / fax (512) 472-2695 or email to Annie@AustinLRS.org

Demographic Information

Last Name:_____First name:_____

Office Address (this address may be made public on court documents and correspondence):_____

_____

Telephone Number:_____Fax Number:_____

State Bar Number:_____Email address:_____

Firm Name (if not self-employed):_____

I have been licensed to practice law in the State of Texas since _____

Professional Experience and Certifications

(Please check the appropriate experience, certifications, and indicate the number of cases handled)

Type of Experience	*Years of Experience*	*Number of Cases*	*Board Certification*	*Date Certified*
_____Jury trials	_____	_____	_____Family law	_____
_____Bench trials	_____	_____	_____Civil trial law	_____
_____Family law	_____	_____	_____Criminal law	_____
_____CPS cases	_____	_____	_____Child Welfare	_____
_____Appellate	_____	_____		
_____Juvenile	_____	_____		
_____School law	_____	_____		

Special Skills

(Please indicate any special skills or expertise)

Language

_____Spanish
_____Vietnamese
_____Sign Language
_____Other _____

Other Areas of Expertise

_____Social Work
_____Education
_____Mediation
_____Mental Health
_____Immigration
_____Probate
_____CASA training / No. of hours: _____
_____Other _____

[Form Updated: 06.01.2017-LRS]

CAFA Appointment List Certification Form

Agreements / Type of cases

By my signature below, I am asking to have my name placed on the CAFA list of appointed attorneys. While active on this list, I agree to accept ANY TYPE of civil court appointment assigned to me for the representation of indigent parents (mothers, fathers, or both) or one or more children in a civil Child Protective Services (CPS) case. I further acknowledge that I have read all the attached policies and procedures regarding this civil appointment list, including all billing and invoicing procedures, and agree to abide by them.

Signature:_____Date:_____

Ability to communicate with clients and the District Judge's office

By my signature below, I certify that I have the ability to receive faxes and phone messages at the following numbers and email at the following email address, and I agree that I will regularly monitor all of my faxes, phone messages, and email at least every 24 hours. I agree that, if this information changes or I am unable to receive faxes, phone messages, or emails at the following addresses for more than 24 hours for any reason while I am active on the CAFA List, I will contact the District Judges' office and the Lawyer Referral Service not later than the end of the next business day and notify them that my information has changed or that I am temporarily unable to receive court appointments.

Fax:_____Phone:_____

Email:_____

Signature:_____Date:_____

Acceptance of automatic appointments / Substitution of Counsel

By my signature below, I agree that, if my name is on the CAFA appointment list, a judge may appoint me to a case at any time and that, from the moment that appointment is made in Court or in a written order, I am the attorney of record appointed in that case. After the appointment is made, I understand that the District Judges' Office will notify me of the appointment by email. If, for any reason, I cannot undertake the representation to which I am appointed, it is my duty, as soon as practicable, to (1) find substitute counsel for the party I am appointed to represent, (2) file and present to the Court a Motion to Withdraw and to Substitute Counsel and obtain an Order of Withdrawal and Substitution of Counsel, and (3) notify the District Judges' Office, the party I am appointed to represent, and the other parties (through their attorneys if applicable), of the identity of the substituting attorney no later than the date the order of substitution is signed by the Court. I understand that any such substituted attorney must be qualified and eligible to accept appointments from the Travis County District Courts' CAFA appointment list.

Signature:_____Date:_____

Vacation / Inactive Status

I agree that I will notify the District Judges' office, in writing as soon as practicable, when I am temporarily unable to accept new appointments due to a vacation or other time away from work, such as an illness, or due to an overload of cases on my docket. I understand that, when I do so, I will be placed on "Inactive Status" and will not receive any Court appointments until I notify the District Judges' Office that I am ready to be placed back on "Active Status."

Signature:_____Date:_____

[Form Updated: 06.01.2017-LRS]

Lawyer Discipline/Criminal History / Eligibility for Attorney Appointments / Referrals

(1) I have been disbarred, suspended, received probation, and/or publicly or privately reprimanded as an attorney or as a member of any other profession whether in Texas or another state.

_____Yes _____No (If yes, please attach explanation.)

(2) I have been the attorney subject of a court finding of "Ineffective Assistance of Counsel."

_____Yes _____No (If yes, please attach explanation.)

(3) I have been:

a. charged by information or complaint with a misdemeanor offense that constitutes a crime of moral turpitude (including any charge of child abuse or domestic violence), or indicted on felony charges; or

b. found to be a perpetrator of child abuse or neglect in any investigation by the Texas Department of Family and Protective Services that results in a disposition of "Reason to Believe"; or

c. found by a court to have committed family violence.

_____Yes _____No (If yes, please attach explanation.)

(4) My name is currently or has in the past been **involuntarily** removed from the CAFA list of appointed attorneys or any other attorney court-appointment rotation or lawyer referral service list.

_____Yes _____No (If yes, please attach explanation.)

I understand that I have an affirmative duty to inform the District Judges' Office within five (5) days of the day I am notified of any action or event described in sections (1), (2), (3), or (4) above.

I have answered each of the questions above truthfully to the best of my knowledge.

Signature: _____ Date: _____

Application:
Approved by Court: _____
Declined by Court: _____

[Form Updated: 06.01.2017-LRS]

TRAVIS COUNTY DISTRICT COURT

CAFA *Renewal* Appointment List Application (2017/2018)

Return this form to LRS / fax (512) 472-2695 or email to Annie@AustinLRS.org

Please update if any you have changes since last CAFA application.

Last Name:_____First name:_____

Office Address (this address may be made public on court documents and correspondence):

_____

Telephone Number:_____Fax Number:_____

State Bar Number:_____Email address:_____

Firm Name (if not self-employed):_____

I have been licensed to practice law in the State of Texas since _____

CAFA Appointment List Certification Form

Lawyer Discipline/Criminal History

(1) I have been disbarred, suspended, received probation, and/or publicly or privately reprimanded as an attorney or as a member of any other profession whether in Texas or another state.

_____Yes ___No (If yes, please attach explanation.)

(2) I have been the attorney subject of a court finding of "Ineffective Assistance of Counsel."

_____Yes ___No (If yes, please attach explanation.)

(3) I have been:

a. charged by information or complaint with a misdemeanor offense that constitutes a crime of moral turpitude (including any charge of child abuse or domestic violence), or indicted on felony charges; or

b. found to be a perpetrator of child abuse or neglect in any investigation by the Texas Department of Family and Protective Services that results in a disposition of "Reason to Believe"; or

c. found by a court to have committed family violence.

_____Yes ___No (If yes, please attach explanation.)

I understand that I have an affirmative duty to inform the DJO within five (5) days of any action or event described in sections (1), (2), or (3) above.

Signature: _____ Date: _____

Agreements / Type of cases

By my signature below, I am asking to have my name placed on the CAFA list of appointed attorneys. While active on this list, I agree to accept ANY TYPE of civil court appointment assigned to me for the representation of indigent parents (mothers, fathers, or both) or one or more children in a civil Child Protective Services (CPS) case or child support contempt case brought through the Domestic Relations Office (DRO) or Office of the Attorney General (OAG). I further acknowledge that I have read all the attached policies and procedures regarding this civil appointment, including all billing and invoicing procedures, and agree to abide by them.

Signature:_____Date:_____

Ability to communicate with clients and the District Judge's office

By my signature below, I certify that I have the ability to receive faxes and phone messages at the following numbers and email at the following email address, and I agree that I will regularly monitor all of my faxes, phone messages, and email at least every 24 hours. I agree that, if this information changes or I am unable to receive faxes, phone messages, or emails at the following addresses within 24 hours for any reason at any time while I am active on the CAFA List, I will contact the District Judges' office and the Lawyer Referral Service not later than the end of the next business day and notify them that my information has changed or that I am temporarily unable to receive court appointments.

Fax:_____Phone:_____

Email:_____

Signature:_____Date:_____

Acceptance of automatic appointments / Substitution of Counsel

By my signature below, I agree that, if my name is on the CAFA appointment list, a judge may appoint me to a case at any time and that, from the moment that appointment is made in Court or in a written order, I am the attorney of record appointed in that case. After the appointment is made, I understand that the DJO will notify me of the appointment by email. If, for any reason, I cannot undertake the representation to which I am appointed, it is my duty, as soon as practicable, to (1) find substitute counsel for the party I am appointed to represent, (2) file and present to the Court a Motion to Withdraw and to Substitute Counsel and obtain an Order of Withdrawal and Substitution of Counsel, and (3) notify via facsimile the DJO, the party I am appointed to represent, and the other parties (through their attorneys if applicable), of the identity of the substituting attorney no later than the date of the order of substitution is signed by the Court. I understand that any such substituted attorney must be qualified and eligible to accept appointments from the Travis County District Courts' CAFA appointment list.

Signature:_____Date:_____

Vacation / Inactive Status

I agree that I will notify the District Judge's office, in writing as soon as practicable, when I am temporarily unable to accept new appointments due to a vacation or other time away from work, such as an illness, or due to an overload of cases on my docket. I understand that, when I do so, I will be placed on "Inactive Status" and will not receive any Court appointments until I notify the District Judges' Office that I am ready to be placed back on "Active Status."

Signature:_____Date:_____

(updated 02.19.2016-DJO/LRS)

TRAVIS COUNTY DISTRICT COURT

Request for Judicial Waiver of CAFA CLE Requirements

Instructions to Attorney – Please Submit this Form to the 126th District Court along with a copy of your resume and a copy of your completed CAFA application / certification form. If the Judge Approves your CLE Waiver, please attach your Approved Judicial Waiver to your CAFA Application and Submit it to the Lawyer Referral Service. For each year you have not met the minimum requirements, you must obtain a judicial waiver annually and complete the CAFA certification form annually to remain eligible to receive Appointments.

Judge Byrne,

I am asking to receive Court appointments in CPS / AG / DRO cases and am seeking a judicial waiver of the minimum CLE required for the CAFA List.

By my signature, below, I certify that I have completed the one-time statutory minimum CLE or equivalent pertaining to:

(1) 3.0 hours in Child advocacy, as required by Texas Family Code Sec. 107.004; and
(2) 3.0 hours in Child protection law, as required by Texas Family Code Sec. 107.0131.

I am seeking this Judicial CLE waiver on this basis that I am (please check all that apply):

_____a fluent, bilingual Spanish-English speaking attorney willing to accept appointments for Spanish-speaking clients in CPS / AG / DRO cases;

_____ an experienced appellate attorney willing to accept Appellate CPS appointments;

_____a former CAFA attorney with substantial experience handling CPS / AG / DRO cases;

_____Other:_____.

Name:_____

Signature: _____ **Date:**_____

For Court Use Only

_____**- Waiver Approved: Eligible for Full CAFA Rotation**

_____**- Waiver Approved: Eligible for Spanish-Speaking Rotation Only**

_____**- Waiver Approved: Eligible for Appellate Rotation Only** **Signed:** _____