

Application Process for District Court Appointments

Fill out the attached application completely and attach all supporting documentation.

The completed application must be submitted to:

Tracye Sparks
Indigent Defense Specialist
1800 N. Graves Street, Suite 162
McKinney, TX 75069

Upon approval of the application by Judge Wheless, your name will be added to the attorney appointment wheel.

You will also need to complete and return the attached W-9 form to the Collin County Auditor's Office either by fax, regular mail or in person at the address provided on the form.

Attorney Fee Schedule

Pleas:

First and Second Degree Felonies:	\$750
Third Degree and State Jail Felonies:	\$500
All Drug Cases:	\$500
2 nd and each subsequent case at Judge's discretion	\$200

Trials:

Pre-Trial	\$1000
Per ½ day (s) in trial	\$375

Appeals:

Appeal from jury verdict or bench trial	\$3,500
Other Appeal	\$2,000
Each Judge has discretion to adjust fees in an additional amount not to exceed \$1000	

**APPLICATION FOR APPROVAL AS COURT APPOINTED ATTORNEY
DISTRICT COURTS OF COLLIN COUNTY**

Name: _____

Address: _____

Phone: _____ Fax: _____

Cell: _____ Email: _____

State Bar No.: _____ Date Licensed: _____

If you are fluent in any foreign language, please state the language: _____

Do you have any fee sharing, work sharing, or similar agreements with any other attorney relating to any court appointed work? _____ If so, please describe on a separate sheet.

For what level of appointments are you applying?

- All 1 & 2 3 & SJF Capital Motions Appeals

Minimum qualifications:

1. Licensed and in good standing with the State Bar of Texas,
2. Two years of criminal law experience (with six months in Collin County),
3. Exhibited proficiency, professionalism, and reliability,
4. Maintain an office in Collin County with either a fax or e-mail access,
5. Ten hours per year of CLE in criminal law,
6. Two jury trials as lead counsel.

Do you meet the above minimum qualifications? _____ Are you Board Certified in Criminal Law? _____ (If yes, you do not need to attach any supporting documentation other than your most current State Bar CLE compliance form.)

Attach most recent CLE compliance sheet from State Bar and docket sheets, or other proof of jury trials in which you have served as lead counsel.

If applying for the Appeal List, attach writing samples.

I affirm under oath that the representations in this application are true. I further agree to notify all judges, in writing, if any of the representations in this application change.

Signature: _____ Date: _____ Time: _____

The foregoing application is granted and the applicant's name shall be added to the list from which selection of appointed counsel is to occur in district court cases.

Judge

Date: _____

Request for Taxpayer Identification Number and Certification

Give form to the
requester. Do not
send to the IRS.

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return)	
Business name, if different from above	
Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶	
Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code	COLLIN COUNTY GOVERNMENT 2300 Bloomdale Road, Suite 3100 McKinney TX 75071
List account number(s) here (optional)	Off: 972.548-4731 -- Fax: 972.548.4696

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number
OR
Employer identification number

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out Item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, Item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,