



RULES OF COURT

Harris County Criminal Courts at Law

As amended through September 24, 2018

Table of Contents

Rule 1.	General Provisions.....	3
Rule 2.	Procedure for the Filing of Cases	3
Rule 3.	Transfer of Cases	6
Rule 4.	Initial Settings.....	7
Rule 5.	Adding Cases to the Daily Docket.....	13
Rule 6.	Docketing of Misdemeanor Indictments	13
Rule 7.	Docketing of Appeals from Non-Record Municipal Courts, Justice of the Peace Courts, Municipal Courts of Record, and Administrative License Revocation Hearings Pursuant to Chapters 524 and 724 Texas Transportation Code	13
Rule 8.	Docketing of Cases: Judge Recusal or Disqualification.....	15
Rule 9.	Initial Bail Schedule and Early Presentment	15
Rule 10.	Refund of Cash Bonds.....	18
Rule 11.	Bond Forfeiture Reinstatements, Dismissals, and Judgments	18
Rule 12.	Approval of Personal Bonds.....	19
Rule 13.	Signing of Pleadings.....	19
Rule 14.	Preparation of Judgments	19
Rule 15.	Petition for Occupational Driver’s License	19
Rule 16.	Attorney of Record.....	20
Rule 17.	Juvenile Defendants.....	21
Rule 18.	County Criminal Court Management Program.....	21
Rule 19.	Code of Judicial Conduct.....	23
Rule 20.	Court Reporters.....	24
Rule 21.	Satisfaction of Judgment: Order Permitting Partial Payment on Fines and Costs.....	24
Rule 22.	Viewing and Copying DWI Video Tapes.....	24
Rule 23.	Release of Clerk’s Record to Counsel	25
Rule 24.	Alternative Plan for the Appointment of Counsel to Indigent Defendants Under the Texas Fair Defense Act	25
Rule 25.	Disaster Plan	46
Rule 26.	Sliding-Scale Fee Schedule for Global Positioning System.....	47
App. A	Approved Intensive Training Programs.....	48

RULE 1. GENERAL PROVISIONS

- 1.1. These amended rules take effect January 7, 2018.
- 1.2. These rules, in conjunction with the Code of Criminal Procedure, and the Government Code, govern proceedings in the Harris County Criminal Courts at Law. These rules shall not be construed as extending the jurisdiction of these courts, nor shall they be construed to overrule or conflict with the Texas Government Code, Texas Code of Criminal Procedure, Texas Penal Code, Texas Rules of Evidence, or Texas Rules of Appellate Procedure. These rules are intended to govern local proceedings where such rules are not in conflict with existing law and where such rules are consistent with state statutory law and rules promulgated by the Texas Court of Criminal Appeals and the Texas Supreme Court.
- 1.3. The district clerk shall not make any changes with regard to random filing, numbering of cases, docketing of cases, transfer of cases, assignment of settings, or any other matters that affect the distribution of work or the conduct of the business of the Harris County Criminal Courts at Law unless so directed by the Judges of the County Criminal Courts at Law.
- 1.4. The following rules shall govern the assignment of misdemeanor cases and other matters within the jurisdiction of the County Criminal Courts at Law of Harris County, Texas.

RULE 2. PROCEDURE FOR THE FILING OF CASES

2.1. Numerical Sequence

- 2.1.1. Each criminal and civil case filed and docketed into the county criminal courts at law shall be assigned a sequential number based on the following case number structure.
- 2.1.2. Beginning January 1, 2000, case numbers shall consist of seven numerical digits, the first case number filed on January 1, 2000, shall be "0978400." Case numbers shall continue sequentially thereafter, which scheme shall allow cases to be numbered through 9,999,999.

2.2. Random Filing

- 2.2.1. All misdemeanor proceedings filed with the district clerk shall be randomly assigned by the district clerk to the various county criminal courts at law. This shall be accomplished by means of a blind filing process that provides for the equal distribution of new cases in such a manner that it cannot be determined to which court a case will be assigned until after the assignment occurs.
 - 2.2.1.1. **Exception for presiding judge:** The presiding judge of the Harris County Criminal Courts at Law shall receive 20% fewer new case filings while acting in that capacity. To accomplish this, the district clerk shall assign 4 cases to the County Criminal Court at Law to which the presiding judge is elected for every 5 cases assigned to each other County Criminal Court at Law.
- 2.2.2. The primary means of assignment of cases shall be through the use of a computer program that provides for the random assignment and equal distribution of cases. The computer program shall be capable of maintaining a journal of filings and distribution of cases that will permit periodic or random audit to determine whether the program is assigning cases as intended.
- 2.2.3. If the primary means of assignment, the computer program, is not available, the district clerk's office shall use the manual random selection device for the filing of cases into the county criminal courts at law. Prior to each case assignment, the random selection device shall be rotated on its axis, and one ball therein shall be withdrawn. The court

number indicated on the ball randomly chosen shall become the assigned court for the case. The district clerk shall add the ball back into the random selection device immediately, so as to not disturb the random filing and docketing of all other cases into the county criminal courts at law.

- 2.2.4. The clerk shall receive, assign and account for all cases in ascending numerical sequence.

2.2.5. How Criminal Cases Are Attracted To Courts

- 2.2.5.1. Before using the computer program or the manual random selection device to determine court assignment for a given case, the district clerk shall determine by research whether the defendant named in the misdemeanor information has a prior connection to an existing case in any of the county criminal courts at law. A prior connection is established when:
- 2.2.5.1.1. a defendant is presently on community supervision in one of the county criminal courts at law;
 - 2.2.5.1.2. a defendant is charged with driving while intoxicated, committed within five years of the date on which the most recent DWI offense was committed;
 - 2.2.5.1.3. a defendant using a valid occupational driver's license granted by the judge of a county criminal court at law is charged with another DWI (Driving While Intoxicated) or DWLI (Driving While License Invalid);
 - 2.2.5.1.4. a lower numbered cause, including a pending appeal of a class C offense from a justice or non-record municipal court, is pending against the defendant/codefendant in a county criminal court at law;
 - 2.2.5.1.5. a defendant is charged and the charge arose from the same criminal transaction that was the basis of a misdemeanor information previously filed on a co-defendant;
 - 2.2.5.1.6. a defendant has not discharged a prior sentence of confinement; or
 - 2.2.5.1.7. a defendant appealed a final judgment, order granting community supervision, or denial of relief in a post-conviction habeas corpus proceeding that is still pending before a court of criminal appeals.
- 2.2.5.2. If one of the above prior connections exists, the new misdemeanor case shall be attracted to the court in which the defendant has the prior connection. If more than one prior connection exists, the new misdemeanor case shall be attracted to the court involved in the prior connection appearing first as listed above.
- 2.2.5.3. If a defendant has a pending case and is charged with a new case that would attract to a different court under these rules, all pending cases shall transfer to the different court (see Rule 3).
- 2.2.5.4. In the event that a case is attracted to a court in error, then the coordinator of the court receiving the case in error shall complete a transfer order to be signed by the presiding or co-presiding judge that orders the case back into rotation. The order is then returned to the district clerk for compliance therewith.
- 2.2.6. Filing of Cases Charging Public Lewdness, Gambling Offenses, Prostitution, Violations of the Alcoholic Beverage Code, or County or Municipal Ordinances Relating to Sexually Oriented Businesses**

- 2.2.6.1. There is no attraction by either codefendant or transaction in cases charging public lewdness, prostitution, violations of the Alcoholic Beverage Code, gambling offenses, or county or municipal ordinances relating to sexually oriented businesses. The clerk shall apply all other rules of attraction.
- 2.2.7. Appeals From Justice of the Peace Court, and Non-Record Municipal Courts**
- 2.2.7.1. The rules of attraction shall apply to an appeal from a judgment in a criminal case from a justice of the peace court, or non-record municipal court in the same manner as an original criminal case.
- 2.2.8. Re-files, Writs of Habeas Corpus, Mandamus, Prohibition, Restricted Driver Licenses, Fugitives**
- 2.2.8.1. If a case is re-filed, it shall be assigned to the same court as the case it supersedes. The district clerk is then authorized to attract and set the re-filed case in the court where the initial misdemeanor information is or was pending. The setting date assigned to the re-filed case will be the same date as that of the initial pending case. If the initial case is no longer pending, the re-filed case shall be set in accordance with the rules governing the filing of new cases.
- 2.2.8.2. Motions for leave to apply for a writ of habeas corpus, mandamus, or prohibition shall be filed pursuant to an order by the court agreeing to hear those matters. Petitions for restricted driver licenses shall be filed in the court in which the conviction was entered and the driver license suspended. Petitions for restricted driver licenses filed by a Harris County resident that result from a suspension for an offense committed in another county (other than for driving while intoxicated or an offense or administrative violation that results in a suspension) shall be filed in any court agreeing to hear the matter, or as provided for in subsection B of Rule 2. Fugitive cases shall be filed in County Criminal Court at Law No. 10.
- 2.2.8.3. Unless the above categories of cases are later transferred by agreement of the judges or are transferred by authority of a separate order, all such assigned cases shall remain on the docket of the court of assignment until final disposition.
- 2.2.9. Appeals From The Administrative Suspension of a Person's Driver's License as Provided by Texas Transportation Code Chapters 524 and 724**
- 2.2.9.1. See Rule 7.
- 2.2.10. Petitions for Occupational Driver's License**
- 2.2.10.1. See Rule 15.
- 2.3. Application of Bail Schedule; Request for Departure**
- 2.3.1. In all cases, Pretrial Services shall calculate the appropriate initial bail amount based on the charged offense, risk assessment results, and the initial bail schedule reflected in Rule 9. Pretrial Services shall immediately convey this bail amount to the district clerk. If the bail schedule does not provide for an initial bail amount, Pretrial Services shall convey that fact to the district clerk.
- 2.3.2. When filing a complaint, the district attorney:
- 2.3.2.1. shall include an order setting bail by a judicial officer, if bail has already been set by such officer; and
- 2.3.2.2. may include a written request to depart from the bail schedule amount on a form provided for that purpose.

2.4. Designation of Initial Bail by District Clerk Upon Case Filing

- 2.4.1. Upon receiving a new complaint, the district clerk shall enter the bail set by a judicial officer. If no judicial officer has set bail, the district clerk shall enter the bail amount calculated by Pretrial Services. If Pretrial Services has indicated that no initial bail amount applies, then the district clerk shall not enter an initial bail amount.

RULE 3. TRANSFER OF CASES

3.1. Research by Clerk

- 3.1.1. Upon filing and docketing of a misdemeanor indictment or information into the county criminal courts at law, the district clerk will determine by research whether the named defendant has a prior connection in any of the county criminal courts at law. This research shall be done in accordance with the criteria established in Rule 2.

3.2. Re-filing of Cases

- 3.2.1. All re-files of cases pending or dismissed shall be filed and docketed in accordance with statutory rotation. The district clerk is authorized to transfer and set the re-filed case in the court where the initial misdemeanor indictment or information is or was pending. If the initial case is pending, the setting date assigned to the re-filed case will be the same as that for the initial case. If the initial case is not pending, the re-filed case shall be given an appropriate setting in accordance with these rules.
- 3.2.2. All writs of habeas corpus, contempt, and ex parte matters shall be filed and docketed in accordance with these rules. The district clerk is authorized to transfer and set the proceedings in the court where a prior case connection exists or, if no prior connection exists, to transfer the proceeding to the court wherein the hearing on such proceedings is to be conducted.

3.3. Special Transfer Situations

- 3.3.1. S.O.B.E.R. Court Transfer on Motion to Revoke
- 3.3.1.1. Upon receiving a motion to revoke the probation of a defendant in S.O.B.E.R. Court, and upon consent of the defendant, the judge presiding over the S.O.B.E.R. Court shall sign a docket notation that the case is to be transferred to a judge presiding over a different S.O.B.E.R. Court and specify the court to which the case is to be transferred as directed below.
- 3.3.1.2. The Office of Court Management shall maintain a list of all judges presiding over S.O.B.E.R. Court dockets in numerical order by court number. Upon receiving notice that a case is to be transferred under this subsection, the Office of Court Management will consult the list and tell the sending court which judge is next on the list (in sequential order) to receive a revocation transfer. If the sending judge would otherwise be next on the list, the case will be assigned to the following judge and the sending judge will receive the next revocation for which they are eligible.
- 3.3.1.3. The sending judge shall sign an order transferring the case to the receiving judge. The judges, coordinators, and clerks shall then proceed as with any other case transfer.

3.4. Docket Notation

- 3.4.1. When it has been determined that a case is to be transferred from one court to another, the judge of the sending court shall enter a docket notation that the case is to be transferred and shall specify the court to which the case is to be transferred.

3.5. Transfer Order

- 3.5.1. After the docket notation is completed, the clerk of the sending court will prepare a transfer order, obtain the judge's signature, and cause the signed order and court case file to be timely delivered to the clerk of the receiving court. The clerk of the receiving court will obtain the receiving judge's signature on the transfer order. At that time, the receiving coordinator will set the case in the receiving court and complete the setting information on the bottom of the transfer order.

3.6. Entry of Transfer Order

- 3.6.1. The clerk of the receiving court will deliver the completed transfer order and the court file to the district clerk's office. The transfer order will be entered and verified in the records maintained by the Justice Information Management System. The entries in the court case file will be completed prior to data entry/data verification of the transfer order. A copy of the completed transfer order bearing the transaction number will be filed in the court's case file. Duplicate copies of the transfer order shall also be provided to the clerk of the receiving court for delivery to the assistant district attorney assigned to that court and to the defense attorney of record.

3.7. Justice Information Management System Update

- 3.7.1. The district clerk shall update the Justice Information Management System records with the case setting date of the receiving court, and shall enter the reason for the transfer. At that time, the setting record remaining in the transferring court will be closed.

RULE 4. INITIAL SETTINGS

4.1. First Settings

- 4.1.1. The first setting date of the case shall initially be known as the arraignment setting, and it shall be provided by the district clerk on all cases except those filed as non-arrests, where instead a capias is issued for the defendant. The clerk shall set first settings in the following manner:
- 4.1.2. Cases filed on Monday through Thursday shall be set for arraignment on the same day of the following week. Cases filed on Friday, Saturday, or Sunday shall be set for arraignment on the following Friday. An arraignment setting shall not affect statutory timelines for determining indigence or appointing counsel.
- 4.1.3. Non-arrest cases shall be set for arraignment in accordance with the above rules upon the filing of an executed capias.
- 4.1.4. A defendant released from custody on a personal bond under the conditions described in TEX. CODE CRIM. P. ANN. art. 17.033, shall be set to appear in the court in which the case is pending at 9:00 o'clock a.m. on the day of release for the purpose of holding a hearing as required by TEX. CODE CRIM. P. ANN. art. 15.17. If a defendant is released from custody after 9:00 o'clock a.m., the defendant shall appear in court at 9:00 o'clock a.m. on the next business day.

- 4.1.5. The criminal law hearing officer ordering the defendant to be released shall, at the time the defendant signs a personal bond, order the defendant, in writing, to appear as provided above, and the hearing officer shall also direct personnel from the Pretrial Services Department to provide the defendant with written notice of the date, time and place that the court will be in session.
- 4.1.6. The hearing officer who orders the defendant's release shall immediately notify, by e-mail, the judge and the coordinator of the court in which the defendant is set, notifying them of the defendant's release and pending appearance in that court.
- 4.1.7. The district clerk shall enter the first setting at the time the complaint and information are filed. The setting information shall be reflected on the complaint document above the misdemeanor charge literal in a manner that will provide the setting information on all copies of the indictment, information, and complaint. Further, when a bond is filed with the district clerk, the district clerk shall provide written notice of the case's first setting date to the person filing the bond.

4.2. Probable Cause Hearings for Further Detention

4.2.1. Appearance Before A Criminal Law Hearing Officer

- 4.2.1.1. When the district clerk files an indictment, information, or complaint alleging the commission of a misdemeanor offense within the jurisdictional limits of a county criminal court at law and the defendant is in the custody of law enforcement officials in Harris County, the district clerk shall update the electronic records in the automated system to reflect that charges have been filed. Further, by general order of the judges of the county criminal courts at law, all law enforcement officials in Harris County shall cause the pretrial detainees in their respective custody, who have been charged with a class A or class B misdemeanor, to be delivered to the criminal law hearing officer not later than 24 hours after arrest for the purpose of conducting a hearing to determine probable cause for further detention. Personnel and electronic files, along with original and hard copy files, where appropriate, from the district attorney, district clerk, and Pretrial Services Department necessary to conduct the hearings shall be present and made available to the criminal law hearing officer. All detainees will be deemed to have been "taken before a judge or judicial officer" if they are physically present at the hearing, or if their participation is achieved by the use of high-speed, two-way audio/video transmission technology. In circumstances where audio/video technology is utilized, the entire hearing must be recorded and maintained by the court for a period of one hundred twenty (120) days after the hearing. A written record of the proceedings shall be made.

4.2.2. Representation by Counsel

- 4.2.2.1. Counsel may appear for a hearing under TEX. CODE CRIM. P. ANN. art. 15.17.
- 4.2.2.2. If counsel does not otherwise appear, the Harris County Public Defender shall represent, in the interest of justice and absent any legal conflict, all consenting defendants for the limited purpose of advocating bail issues before a criminal law hearing officer during an Article 15.17 hearing. The Public Defender's appointment under this provision does not extend beyond the conclusion of the Article 15.17 hearing. The Public Defender may delegate these duties to an Assistant Public Defender.

4.2.3. Hearing Actions

- 4.2.3.1. The criminal law hearing officer shall perform the following for every person for whom a hearing is conducted:
 - 4.2.3.1.1. inform the accused in clear, understandable language, or through the use of an interpreter consistent with TEX. CODE CRIM. P. ANN. arts. 38.30 & 38.31, as appropriate, of the charges against him and of any complaint or information that may have been filed against him;
 - 4.2.3.1.2. inform the accused of the accused's right to retain counsel; of the accused's right to remain silent; of the accused's right to have an attorney present during any interview with peace officers or prosecutors; of the accused's right to terminate police interrogation at any time; of the accused's right to request the appointment of counsel if the accused is indigent; inform the accused of the process for requesting an appointed attorney; ask the accused if the accused requests appointed counsel; and inform the accused that any statement the accused makes can and probably will be used against the accused at trial;
 - 4.2.3.1.3. if the accused affirmatively requests appointed counsel, the judicial officer shall, if assistance is requested, instruct Pretrial Services Department personnel to assist the accused in completing the form. Pretrial Services Department personnel shall assist the accused in completing the form.
 - 4.2.3.1.4. if the accused has not yet been interviewed, Pretrial Services Department personnel shall promptly conduct an interview;
 - 4.2.3.1.5. record the fact that the accused does not request appointed counsel, if applicable;
 - 4.2.3.1.6. immediately forward, or cause to be forwarded, a request for appointed counsel and any supporting documents to the judge of the court in which the case is pending;
 - 4.2.3.1.7. determine whether probable cause exists for the further detention of the accused on the charges filed, through the use of live witness testimony, affidavits, the arresting officer's testimony, an analysis of the written offense report, field notes, or other reports prepared by the arresting officer, except in those cases where arrest was pursuant to the issuance of a warrant;
 - 4.2.3.1.8. in cases involving the offense of stalking or family violence, determine whether a magistrate's order for emergency protection should be entered;
 - 4.2.3.1.9. enter the basis and results of the findings on the record and have the same included in the papers of the case file maintained by the district clerk;
 - 4.2.3.1.10. upon a finding that no probable cause for further detention exists, the criminal law hearing officer shall issue a signed order to the sheriff to immediately release the accused from custody in that case; and
 - 4.2.3.1.11. upon a finding that probable cause for further detention exists, the criminal law hearing officer shall, after determining whether the accused is currently on bail for a separate criminal offense, set the amount of bail required of the accused for release and shall determine the eligibility of the accused for release on personal bond, cash bond, surety bond, or other alternative to scheduled bail amounts, and shall issue a signed order remanding the defendant to the custody of the sheriff. A copy of such

finding and return by the sheriff shall be retained by the district clerk in the case file.

4.2.3.1.12. Judicial officers taking an action as identified above shall direct the clerk to make appropriate entries into the automated system as the facts and law require, as set out below:

4.2.3.1.12.1. PC FOUND. Used when probable cause is found (i.e. on “to be” warrants, or when defendant is not present)

4.2.3.1.12.2. WARNS GIVEN. Used when the statutory warnings are given, PC has already been done.

4.2.3.1.12.3. PC/WARNS DONE. Used when the Judge/Magistrate does both.

4.2.4. Initial Bail Schedule

4.2.4.1. The bail schedule maintained by the county criminal court at law judges for all misdemeanor offenses occurring within the courts’ jurisdiction shall be referred to by the criminal law hearing officer. The initial bail amount may be changed on motion of the court, the hearing officer, or any party subject to the following criteria:

4.2.4.1.1. the bail shall be sufficiently high to give reasonable assurance that the defendant will comply with the undertaking;

4.2.4.1.2. the nature of the offense for which probable cause has been found and the circumstances under which the offense was allegedly committed are to be considered, including both aggravating and mitigating factors for which there is reasonable ground to believe shown, if any;

4.2.4.1.3. the ability to make bail is to be regarded, and proof may be taken upon this point;

4.2.4.1.4. the future safety of the victim and the community may be considered, and if this is a factor, release to a third person should also be considered; and

4.2.4.1.5. the criminal law hearing officer shall also consider the employment history, residency, family affiliations, prior criminal record, previous court appearance performance, and any outstanding bonds of the accused.

4.2.4.2. Monitoring of Incarcerated Defendants

4.2.4.2.1. It shall be the responsibility of the courts’ coordinators to monitor daily the status of each detainee still in custody to determine whether the detainee has appeared before the criminal law hearing officer for a detention hearing. If a detention hearing has not been held, the court will hold a hearing as set forth above. The court will also consider the issue of appointment of counsel where raised by the defendant.

4.3. Next Business Day Setting for Those Incarcerated In the Harris County Jail

4.3.1. The initial arraignment setting pursuant to Rule 4.1.2 shall be replaced with a bail review hearing setting for any arrestee who is in custody in the Harris County Jail. The arrestee shall appear before the court in which the case is pending on the business day following the booking date. Absent a waiver by the defendant and defense counsel, the court will review conditions of release, bail amount set, and personal bond decision and modify if good cause exists to do so. These hearings will be conducted at regular docket calls on Monday through Friday and the judge shall perform all necessary

functions under the law (determining probable cause if necessary, performing an Article 15.17 proceeding if not previously done, assessing indigency and appointing counsel if appropriate, etc.). The defendant shall be docketed in accordance with the following schedule, and in such cases the initial seven-day setting shall be canceled.

Court Appearance Schedule			
Date Booked		24-Hour Appearance	
Sunday	0000-2400	Monday	0900
Monday	0000-2400	Tuesday	0900
Tuesday	0000-2400	Wednesday	0900
Wednesday	0000-2400	Thursday	0900
Thursday	0000-2400	Friday	0900
Friday	0000-2400	Monday	0900
Saturday	0000-2400	Monday	0900

4.3.2. At all other times (weekends, holidays, and nights), defendants booked into the county jail on any and all process pending in or issued out of the county criminal courts at law, shall be brought immediately before a criminal law hearing officer who shall determine if probable cause exists for the continued detention of the defendant.

4.4. Subsequent Settings

4.4.1. All subsequent settings of misdemeanor cases shall be the specific responsibility of the judge or coordinator of each of the county criminal courts at law, who will file a notice of setting in writing with the district clerk or provide notice by entry on the court’s docket sheets. That notice is to be used by the clerk for recording data in the automated system.

4.4.2. Bond Reinstatement

4.4.2.1. When a case is again active because of the reinstatement of a bond, either with or without cost, the district clerk shall enter a seven-day setting, except when a setting already exists in the system. When a setting already exists, the date in the system shall prevail as the next setting date.

4.4.3. Bench Warrants and Attachments

4.4.3.1. Such documents shall have a setting date in the body of the document and the district clerk shall set accordingly.

4.4.4. Summons in Lieu of Capias

4.4.4.1. When a misdemeanor information is filed against a corporation in, for example, a pollution case, the process issued shall be a summons rather than a capias. The summons shall require that the corporation make an appearance at 10:00 A.M. on the first Monday next following the expiration of twenty days from the date of service.

4.4.4.2. When a summons is used against a defendant in lieu of a capias in a misdemeanor information that is a re-file of an earlier-filed misdemeanor

information, the appearance date on the newly filed case shall be set for the same date as the earlier filed case, except when the earlier filed case has no setting. In that event, both cases shall be set for seven days, and the setting in the re-filed case shall be for arraignment.

- 4.4.4.3. Neither a summons nor a *capias* may issue without a judicial finding of probable cause.

4.4.5. Notice of Appeal

- 4.4.5.1. The district clerk shall notify the court coordinator or judge of the court when a notice of appeal is filed in a case in which the court either has entered judgment or suspended the imposition of judgment. The court coordinator shall place the case on the court's docket as directed by the judge, or on the next regular business day. The court coordinator shall notify the defendant and the defendant's attorney-of-record of the setting.

4.4.6. Notice to Court When Appeal Bond Not Filed

- 4.4.6.1. When a defendant has given notice of appeal and an appeal bond has not been filed in the papers of the cause within forty-eight hours, a report shall be sent to the court apprising the court that an appeal bond has not been filed. Upon receiving such a report, the court shall notify the appellant/defendant's attorney. If the appellant/defendant has no attorney, the appellant/defendant shall appear before the court. If the appellant/defendant does not post an appeal bond, the court shall issue a *capias* for the appellant/defendant.

4.4.7. Mandate of Abatement

- 4.4.7.1. The district clerk and court coordinator shall notify the staff attorney for the county criminal courts at law upon receipt of a mandate or order of abatement. The court coordinator shall set a date from fourteen (14) to twenty one (21) days from the date of receipt of order or mandate. The coordinator shall notify the surety, the principal, and the attorney-of-record by certified mail.

4.4.8. Mandates of Affirmance and Reversal and Remand

- 4.4.8.1. The district clerk, upon receipt of an order or mandate, shall determine whether the defendant is in the Harris County jail. If the defendant is in jail, the case shall be set the next day court is convened. If the defendant is on bond, the district clerk shall immediately issue a *capias* for the defendant, provide a seven-day setting, and forward the information to the court coordinator. Immediately upon receipt of the information from the clerk, the court coordinator shall notify the attorney-of-record on appeal, the surety on the appeal bond, if one exists, and the appellant by regular mail. The court coordinator shall also attempt to notify the above parties by telephone.

4.4.9. Violation of Post Judgment Orders

- 4.4.9.1. The Sheriff shall bring any person arrested for violating a post judgment order issued by a Judge of a County Criminal Court at Law before a Criminal Law Hearing Officer. The Hearing Officer shall determine the identity of the person, and conduct a hearing on the reasons for the person's arrest and enter such orders as provided by law.

4.4.10. Petitions for Non-disclosure

4.4.10.1. In accordance with TEX. GOV'T CODE § 411.081(d) petitions for non-disclosure are filed with the district clerk, a fee is paid, and the case is set.

4.4.10.2. Petitions filed under this section will be set by the district clerk, upon collection of the filing fee for fourteen days from the date the petition is filed, or as ordered by the court.

RULE 5. ADDING CASES TO THE DAILY DOCKET

5.1. Only the judge or the coordinator of the court may approve the addition of a case to the docket.

5.2. To request the addition of a case to the court's docket, the requesting party (district attorney, defense attorney, court clerk, sheriff, et cetera), shall submit to the court coordinator the case number, defendant's name and status (jail or bond), and the reason for the request.

5.3. Those cases approved for addition to the court's docket will be submitted via the county criminal courts at law add-on form to the clerk of the court by 3:00 p.m. of the day before the case(s) is/are to be added to the docket. Jail cases may be exempt from this time requirement.

RULE 6. DOCKETING OF MISDEMEANOR INDICTMENTS

6.1. Upon receipt of a misdemeanor indictment returned by a Harris County grand jury and certification that the case is to be transferred to the docket of the county criminal courts at law, the case shall be randomly filed and docketed into the county criminal courts at law in the manner prescribed by law and in accordance with these rules. The district clerk shall endorse the amount of bail upon the papers of the case in accordance with the bail schedule provided by these rules. The district clerk shall then issue a *capias* to the sheriff of Harris County, who shall immediately attempt to apprehend the defendant.

RULE 7. DOCKETING OF APPEALS FROM NON-RECORD MUNICIPAL COURTS, JUSTICE OF THE PEACE COURTS, MUNICIPAL COURTS OF RECORD, AND ADMINISTRATIVE LICENSE REVOCATION HEARINGS PURSUANT TO CHAPTERS 524 AND 724 TEXAS TRANSPORTATION CODE

7.1. Non-Record Municipal Courts, and Justice of the Peace Courts:

7.1.1. Case Numbering, Filing and Rules of Attraction

7.1.1.1. All cases received by the district clerk of Harris County, Texas, from a non-record municipal court, or justice of the peace court for the purpose of appealing a misdemeanor conviction entered in such court shall receive a case number and assigned a court in the same manner as a criminal case filed by misdemeanor information or indictment, and using the same rules of attraction.

7.1.2. Notice To Appellant

7.1.2.1. The *de novo* appeal shall be set for arraignment and pretrial hearing (as provided by TEX. CODE CRIM. P. ANN. art. 28.01) thirty (30) days from the date that notice of the hearing is sent via regular mail by the district clerk to the defendant at the address shown on his bond. If the bond shows no such address, the notice may be addressed to one of the sureties on the bond. If there are no sureties on the bond, notice shall be sent to the defendant at the address shown on the complaint, or ticket made the basis of the prosecution. The provisions of TEX. CODE CRIM. P.

ANN. art. 28.01 shall control the filing and hearing of all matters and the conduct of the proceedings.

7.1.3. Contents of Notice

7.1.3.1. The notice shall contain the cause number assigned to the appeal and the court into which the case was assigned; the time, date, and location of the court in which the defendant is to appear; and shall contain the following statement:

“The court has scheduled your arraignment and a pretrial hearing in this case on the above date. At this setting you will be asked to enter a plea of not guilty, nolo contendere, guilty, or make any other special plea provided by law. In addition, the Court will hear any matters you or your attorney wish to raise prior to trial at this time. These matters must be raised by written pretrial motion filed with the clerk of the court not later than seven (7) days before the hearing date, unless you receive permission from the judge of the court to file them on another date.”

7.1.4. Defendant in Custody

7.1.4.1. Where the defendant is in custody, the de novo appeal shall be set for arraignment on the next date the court is in session.

7.2. Municipal Courts of Record

7.2.1. Case Numbering

7.2.1.1. Each appellate transcript shall be assigned a sequential number using the system established by these courts in 1976.

7.2.2. Case Filing and Rules of Attraction

7.2.2.1. The district clerk shall file the appellate record into the courts on a rotational basis.

7.2.2.2. Before assigning a court, the district clerk shall determine by research whether the defendant named in the appeal has a prior connection to an existing appeal. A prior connection is established when a prior pending appeal from a municipal court of record exists.

7.2.2.3. The district clerk shall file a subsequent appeal in the same court if: (i) the subsequent appeal arose from the same criminal transaction, or (ii) was tried before same jury.

7.3. Administrative License Revocation Hearing Authorized By Chapters 524 and 724, Texas Transportation Code

7.3.1. Procedure For The Filing of Cases

7.3.1.1. Each petition appealing the suspension, of a person’s driving privilege as provided by Chapter 524, or 724, Texas Transportation Code, shall be filed and docketed into the County Criminal Courts at Law, and County Civil Court at Law of Harris County, Texas as provided by the Local Rules of each court division.

7.3.2. Random Filing; Rules of Assignment and Attraction

7.3.2.1. The district clerk shall assign a petition to the court in which the criminal case resulting from the enforcement contact: (1) is pending; (2) is on appeal; (3) in which a judgment of conviction, or order granting community supervision was

entered; or (4) dismissal order was entered, using the criminal case number followed by the suffix “Y”.

RULE 8. DOCKETING OF CASES: JUDGE RECUSAL OR DISQUALIFICATION

- 8.1. **VOLUNTARY RECUSAL OR DISQUALIFICATION.** Upon voluntarily granting a motion to recuse or disqualify, or on a judge’s decision to recuse or disqualify without a motion, the recusing judge shall sign an order referring the case to the Presiding Judge of these courts. If no motion to recuse or disqualify is pending, the recusing judge shall briefly state the reason for the recusal or disqualification in the referral order. The Presiding Judge of these courts shall issue an order directing the clerk to assign a judge to preside over the case using its computerized random assignment program. The judges, coordinators, and clerks shall then proceed as with any other case transfer.
- 8.1.1. After a transfer pursuant to Rule 8.1, the clerk shall take the next case that would have otherwise been assigned to the receiving court and instead assign it to the recusing court.
- 8.2. **INVOLUNTARY RECUSAL OR DISQUALIFICATION.** Immediately after declining to grant a motion to recuse or disqualify, a judge shall sign an order referring the case to the Presiding Judge of the Second Administrative Judicial Region and direct a member of the Office of County Court Management to transmit the referral order to the regional Presiding Judge. The Presiding Judge of the Second Administrative Judicial Region shall assign a judge in the manner provided by Rule 9.2.4, Regional Rules of Administration of the Second Administrative Judicial Region of Texas. The judge assigned to rule on the motion shall sign an order granting or denying the motion using the form of order promulgated by the region. The order shall be filed with the clerk of the court. If the motion is granted, the district clerk shall use the computerized random assignment program to determine the court to which the case will be assigned. The judge assigned to rule on the motion shall sign an order transferring the case to the randomly selected court. The judges, coordinators, and clerks shall then proceed as with any other case transfer.

RULE 9. INITIAL BAIL SCHEDULE AND EARLY PRESENTMENT

- 9.1. Pursuant to the agreed final judgment and order of the federal court in *Roberson v. Richardson*, No. H-84-2974 (S.D.Tex. 1987), the Harris County Criminal Court at Law Judges promulgate this initial bail schedule. This shall be the exclusive means of setting the initial amount of bail in cases where a judicial officer has not already set bail, unless otherwise directed by the Judges of the Harris County Criminal Courts at Law.

Initial Bail Schedule

	Below Average Risk (highest FTA/NCA score 1 or 2)	Average Risk (highest FTA/NCA score 3 or 4)	Above Average Risk (NCA score 5)	High Risk (NCA score 6)	Special Circumstance (NVCA Flag or FTA score 5 or 6)
Carve out situations A. PC 22.01 – Assault involving family violence B. PC 38.10 – Bail jumping / failure to appear C. PC 25.07 – Violating certain court orders or conditions of bond D. PC 42.07(c)(2) – Harassment involving cyberbullying E. PC 46.04 – Unlawful possession of firearm within 5 years of family violence case F. PC 38.06 – Escape G. PC 38.02 – Failure to identify while fugitive H. MRPs & MAGs	No presumption of PB No initial bail amount Recommended @ 15.17: \$3,000-\$5,000	No presumption of PB No initial bail amount Recommended @ 15.17: \$3,000-\$5,000	No presumption of PB No initial bail amount Recommended @ 15.17: \$3,000-\$5,000	No presumption of PB No initial bail amount Recommended @ 15.17: \$5,000	No presumption of PB No initial bail amount Recommended @ 15.17: \$5,000
Specified charges A. PC 49.09 – DWI 2nd offender B. PC 49.04 – DWI ≥ 0.15 C. PC 30.04 – Burglary of vehicle D. PC 21.08 – Indecent exposure E. Any DWI while on bond for a DWI	Presumptive PB \$2,000 initial bail amount Recommended @ 15.17: \$2,000	Presumptive PB \$2,000 initial bail amount Recommended @ 15.17: \$2,000	No presumption of PB No initial bail amount Recommended @ 15.17: \$2,000	No presumption of PB No initial bail amount Recommended @ 15.17: \$3,000	No presumption of PB No initial bail amount Recommended @ 15.17: \$5,000
All other Class A	Presumptive PB \$1,000 initial bail amount Recommended @ 15.17: \$1,000	Presumptive PB \$1,000 initial bail amount Recommended @ 15.17: \$1,000	No presumption of PB No initial bail amount Recommended @ 15.17: \$1,000	No presumption of PB No initial bail amount Recommended @ 15.17: \$2,000	No presumption of PB No initial bail amount Recommended @ 15.17: \$5,000
All other Class B	Presumptive PB \$500 initial bail amount Recommended @ 15.17: \$500	Presumptive PB \$500 initial bail amount Recommended @ 15.17: \$500	Presumptive PB \$500 initial bail amount Recommended @ 15.17: \$500	No presumption of PB No initial bail amount Recommended @ 15.17: \$1,000	No presumption of PB No initial bail amount Recommended @ 15.17: \$5,000

Instructions – Follow the steps below to identify whether there is a presumption of a personal bond (“PB”), the initial bail amount to be applied when charges are filed at intake, if any, and the recommended bail amount at the 15.17 hearing (“Recommended @ 15.17”). Continue the steps until the applicable information becomes apparent.

Step 1 – Determine if the PSA results contain an NVCA flag or an FTA score of 5 or 6

If yes, there is no presumption of PB, no initial bail amount, and the recommended bail amount @ 15.17 is \$5,000.

If no, continue to Step 2.

Step 2 – Determine if there are any carve out situations

If yes, there is no presumption of PB and no initial bail amount. Identify the risk level (using highest NCA/FTA score) for the recommended bail amount @ 15.17 hearing. “MRPs and MAGs” refer to motions to revoke probation and motions to adjudicate guilt that are applicable to those defendants serving terms of community supervision who were previously found guilty or who previously pled guilty or nolo contendere to their charge.

If no, continue to Step 3.

Step 3 – Determine if there are any specified charges

If yes, identify the risk level to locate the presumption of PB status, the initial bail amount, and the recommended bail amount @ 15.17 hearing.

If no, continue to Step 4.

Step 4 – Determine if any of the charges are Class A

If yes, identify the risk level to locate the presumption of PB status, the initial bail amount, and the recommended bail amount @ 15.17 hearing.

If no, continue to Step 5.

Step 5 – All charges are Class B

Identify the risk level to locate the presumption of PB status, the initial bail amount, and the recommended bail amount @ 15.17 hearing.

- 9.2. If a bail amount has not otherwise been set, the Harris County Sheriff is instructed to use a bail amount of \$4,999 in any case in which the Sheriff is required by law or court order to release a defendant on an unsecured bond.
- 9.3. In considering bail and bonding issues, a magistrate shall ensure that “liberty is the norm, and detention prior to trial or without trial is the carefully limited exception.”¹
- 9.4. The recommended initial bail schedule amount is intended to be one factor for a magistrate to consider in determining bail. A magistrate should depart from the schedule as necessary to reach a reasonable and appropriate bail amount in a particular case after considering the following additional criteria²:
 - 9.4.1. The bail shall be sufficiently high to give reasonable assurance that the undertaking will be complied with.
 - 9.4.2. The power to require bail is not to be so used as to make it an instrument of oppression.
 - 9.4.3. The nature of the offense for which Probable Cause has been found and the circumstances under which it was allegedly committed are to be considered, including both aggravating and mitigating factors for which there is reasonable ground to believe shown, if any.
 - 9.4.4. The ability to make bail is to be regarded, and proof may be taken upon this point.
 - 9.4.5. The future safety of a victim of the alleged offense and the community shall be considered and, if the victim’s safety is in jeopardy, then release to a third person should be considered.
 - 9.4.6. The accused’s employment history, residency, family affiliations, prior criminal record, previous court appearance performance and any outstanding bonds shall be considered.
- 9.5. Early presentment
 - 9.5.1. Cases receiving a “Presumptive PB” designation under the initial bail schedule shall be presented to a magistrate for consideration of release on personal bond in an abbreviated *in absentia* process.
 - 9.5.2. When reviewing a case through early presentment, the magistrate shall consider whether probable cause exists in that case and, if it does, shall consider the following when deciding whether to grant the defendant’s release on personal bond *in absentia*, prior to an Article 15.17 hearing:

¹ *United States v. Salerno*, 481 U.S. 739, 755 (1987).

² TEX. CODE CRIM. P. ANN. art. 17.15; *Roberson*, No. H-84-2974.

- 9.5.2.1. A presumption for release on personal bond;
 - 9.5.2.2. The information establishing probable cause;
 - 9.5.2.3. The defendant's risk of nonappearance and risk of committing crime pending trial; and
 - 9.5.2.4. Any other relevant and available information.
- 9.5.3. Unless the presumption for release on personal bond is rebutted, the magistrate shall grant the defendant's release on personal bond in that case *in absentia*.
- 9.5.4. A personal bond granted during early presentment, as well as any attendant conditions, shall be transmitted to the defendant's location so that he or she can accept and execute them and be released from his or her current location without further delay if no other basis to detain the defendant exists.
- 9.5.5. The early presentment process only inures to the defendant's benefit, through potential expedited release on personal bond. In the event a magistrate does not grant release on personal bond during the early presentment process, the defendant shall appear before a magistrate pursuant to TEX. CODE CRIM. P. ANN. art. 15.17 in the same time frame as he or she would have appeared without early presentment.
- 9.6. A magistrate may assign any conditions of release that are reasonably necessary to ensure the defendant's appearance in court and ensure the safety of the community and the victim pending trial. Such conditions shall be no more restrictive than necessary to achieve their purpose.

RULE 10. REFUND OF CASH BONDS

- 10.1. Unless a notice of appeal is given, cash bond deposits will be refunded to depositors other than the defendant upon final disposition of the criminal proceeding. If a notice of appeal is given, refunds will not be given until a replacement bond has been duly filed with the district clerk.
- 10.2. In the event the criminal proceeding is reversed and remanded to the trial court, no refund or assignment will be granted until a replacement bond has been duly filed with the district clerk.

RULE 11. BOND FORFEITURE REINSTATEMENTS, DISMISSALS, AND JUDGMENTS

- 11.1. All bond reinstatement orders, bond forfeiture dismissal orders, and agreed judgments, wherein payments of costs of judgments are involved, shall be presented in person by the bonding agency only to the judge of the court wherein the forfeiture occurred
- 11.2. The total amount of the costs on bond reinstatements with costs, dismissals with costs, and in the case of agreed judgments the total amount of judgment and costs, will be delivered to the court along with the order of judgment by the bonding company.
- 11.3. Money orders, cashier's checks, and firm checks, payable to the Harris County district clerk, are the only tender that will be accepted. Cash payments may be made in advance and a receipt obtained from the district clerk and presented with the order or judgment.
- 11.4. All bonding agencies shall be required to obtain the future setting date from the court coordinator prior to presenting orders of reinstatement and costs. All future settings shall be seven days from the date of the reinstatement order.

- 11.5. Upon reinstatement, dismissal, or approval of agreed judgment by the judge of the court wherein the forfeiture occurred, the order, judgment, and the accompanying tender shall be delivered by the judge to the clerk of his court for delivery to the district clerk's office.

RULE 12. APPROVAL OF PERSONAL BONDS

- 12.1. Whether to approve or deny a personal bond is up to the reviewing magistrate's sound discretion.
- 12.2. Certain arrestees are presumed appropriate for release on personal bond following their initial arrest, subject to the magistrate's sound discretion and any appropriate conditions. Whether a presumption for release on personal bond exists is governed by the initial bail schedule pursuant to Rule 9.

RULE 13. SIGNING OF PLEADINGS

- 13.1. Every pleading, brief, or motion of a party represented by an attorney, shall bear the manuscript signature of at least one of the attorneys of record, in his individual name, along with his state bar card number, address, and telephone number. The pleading, brief, or motion shall further contain a certification that a copy of the document was mailed or hand-delivered to opposing counsel.

RULE 14. PREPARATION OF JUDGMENTS

- 14.1. The district clerk of Harris County, Texas, shall prepare the judgment in the case at the time the judgment is rendered using a form approved by the Judges of these Courts, and present it without delay to the trial judge for approval and signature. Judgments in a multi-count indictment or information shall be prepared by the prosecuting attorney at the time the judgment is rendered and the prosecuting attorney shall present it without delay to the trial judge for approval and signature.

RULE 15. PETITION FOR OCCUPATIONAL DRIVER'S LICENSE

- 15.1. The District Clerk shall only accept for filing, a petition seeking an occupational license resulting from a suspension, revocation, cancellation, or denial of a person's driving privilege expressly covered by these rules. The District Clerk shall direct a person wishing to file a petition seeking an occupational license resulting from a suspension, revocation, denial, or cancellation under a provision not covered in subsection A, below, to the County Clerk of this county.

15.2. Filing of Petition for Occupational License

- 15.2.1. A person may apply for an occupational license by filing a verified petition with the District Clerk of Harris County, Texas if the person's license:
- 15.2.1.1. was automatically suspended, revoked, cancelled or denied upon conviction of an offense in a county criminal court at law as provided by Chapter 521, Transportation Code; or;
 - 15.2.1.2. was suspended or denied as provided by Chapter 524, or 724, Transportation Code; or
 - 15.2.1.3. was suspended as provided by Chapter 708 Transportation Code.

15.3. Assignment of Occupational License Petition

- 15.3.1. Suspension after conviction. The clerk shall assign the case to the court in which the defendant's driver's license was most recently suspended upon conviction or order granting community supervision as provided by Chapter 521 Transportation Code using the cause number from the case followed by the suffix "R".
- 15.3.2. Suspension or denial after failing or refusing to provide a sample of breath or blood. The clerk shall assign the petition to the court in which the criminal case resulting from the failure or refusal is pending, or in which an order dismissing the case was entered, using the cause number of the case followed by the suffix "X".
- 15.3.3. Suspension after failing to pay a surcharge resulting from a conviction in a county criminal court at law in Harris County. . The clerk shall assign the petition to the court in which the judgment was entered resulting in the accumulation of a point or points under the Texas Driver Responsibility Program, Chapter 708 Transportation Code using the cause number from the case followed by the suffix "R".

15.4. Setting

- 15.4.1. The district clerk shall set the petition on the court's docket seven days from the date it is filed, or on a date set by order of the Judge of the court with jurisdiction.

RULE 16. ATTORNEY OF RECORD

- 16.1. On the first appearance retained counsel shall complete the Attorney of Record form provided by the court and file it with the clerk of the court. The district clerk shall use the attorney of record form or the order appointing counsel as a source document for data entry into the Justice Information Management System. A written motion and order of the court will be required for withdrawal as attorney of record.
- 16.2. The original attorney of record is presumed, under these rules, to continue as attorney when a notice of appeal is filed. When the original attorney of record does not continue to represent the defendant on appeal, then the original attorney of record shall file a motion to withdraw as attorney of record in the county criminal court in which the case is pending. At the time the motion to withdraw is filed, the original attorney of record shall also request a hearing date from the court coordinator who shall set the motion on the court's docket within seven (7) calendar days of presentment. The purpose of this hearing is to allow the court to rule on the motion to withdraw.
- 16.3. When notice of appeal is filed and an attorney other than the attorney of record is retained to prosecute the appeal, then appellate counsel shall file a motion to substitute counsel in the county criminal court at law in which judgment was entered. The motion shall be filed at the time notice of appeal is filed, or not later than five (5) calendar days after the date counsel is retained or appointed. The appellate counsel shall also request a hearing date from the court coordinator who shall set the motion to substitute counsel on the court's docket within seven (7) calendar days of presentment. The purpose of this hearing is to allow the court to rule on the motion to substitute counsel.
- 16.4. The written notice of appearance of counsel on appeal will be filed with the clerk for the case file and will become a part of the clerk's transcript on appeal.
- 16.5. When an attorney is appointed to represent an indigent defendant, the order appointing counsel shall be the document used to attach the attorney's name to the case as an appointed attorney.

RULE 17. JUVENILE DEFENDANTS

- 17.1. Any defendant who is charged with a misdemeanor offense within the jurisdiction of the county criminal courts at law of Harris County will be presumed to be an adult until a proper judicial determination is made to the contrary.
- 17.2. In any case wherein proof is offered that a defendant may be a juvenile, the sheriff and/or the district attorney are requested to make the court in which the cause is pending aware of the style of the case in which the defendant is suspected to be a juvenile.
- 17.3. The court will set the case as soon as possible for a hearing as provided by TEX. CODE CRIM. P. ANN. art. 4.18, to determine if the defendant is a juvenile. Only after that determination will the defendant be released from custody, and the cause transferred to the juvenile court in accordance with TEX. CODE CRIM. P. ANN. art. 4.18, and Section 56.08, Family Code.
- 17.4. In all cases wherein a determination is made that a defendant is a juvenile, expeditious transfer of the case will be made to remove the case from the criminal court's docket.
- 17.5. The defendant may be released from custody if evidence is provided to the sheriff or other holding agency that the defendant is a juvenile. The evidence affecting the defendant's release shall be presented to the court on the next court workday so that a judicial determination may be made and, if the court finds that the defendant is a juvenile, a transfer to the juvenile court will be immediately processed. Should the court find, however, that the defendant is not a juvenile, appropriate process will be issued for the defendant's arrest.

RULE 18. COUNTY CRIMINAL COURT MANAGEMENT PROGRAM

- 18.1. The presiding judge is chief executive officer, and is assisted by the co-presiding judge. The court manager assists the presiding and co-presiding judges and provides management, systems, and legal assistance to all courts, as well as training to the coordinators.

18.2. Court Manager and Coordinator System for Certain Harris County Courts

- 18.2.1. The courts in Harris County that have the same criminal jurisdiction may establish and maintain a court manager and coordinator system.
- 18.2.2. The judges of the courts to which this section applies may appoint a court manager, one or more court coordinators, and other staff as appropriate to the needs of the local jurisdiction. The judges shall by rule designate the qualifications and duties of the court manager and the coordinators to improve criminal justice and expedite the processing of the criminal cases through the county courts. The court manager and the coordinators shall cooperate with state agencies having duties relating to the operation of the courts to promote uniform and efficient justice.
- 18.2.3. The court manager and the coordinators serve at the pleasure of the judges.
- 18.2.4. The court manager and coordinators are entitled to reasonable compensation as set by the judges of the courts served. The court manager's compensation may not exceed sixty (60) percent of the salary paid the judges, unless the commissioners' court by order sets the court manager's compensation at a greater amount. The amount paid the coordinators may not exceed fifty (50) percent of the salary paid the judges.
- 18.2.5. On the judges' orders, the commissioners' court shall fund the court manager and coordinator system from fines collected by the courts served by the court manager and coordinators. If the fines collected are insufficient to provide the total funding for the program, the county shall provide the additional funds needed.

- 18.2.6. This section does not diminish the statutory duties and powers of the sheriff, district attorney, clerk of the court, or any court officer.

18.3. Court Coordinators Training/Salary Plan

- 18.3.1. The Harris County Court Coordinators' Career Ladder Salary Plan was created by a joint order of the Judges of the District Courts Trying Criminal cases and the County Criminal Courts at Law of Harris County, Texas. The plan became effective September 1, 1994.
- 18.3.1.1. Effective September 1, 1994, all court coordinators employed by a district court or a county court at law shall be placed in Step 7.0 of the plan and shall be exempt from the bachelor's degree requirement for Step 8.0 through Step 12.0. Court coordinators employed on or after September 1, 1994 must meet the annual requirement to attend sixteen (16) hours of continuing education to be eligible for step increases for Step 8.0 through Step 12.0. All persons employed after September 1, 1994 as a court coordinator in a district or county court at law will be paid in accordance with eligibility requirements for plan steps and incentive pay. As amended November 19, 2002, the steps are reduced from 12 to eight.
- 18.3.1.2. The anniversary date of the plan will be September 1st of each year.
- 18.3.1.3. The Administrative Office of the District Courts and the Office of County Court Management for the county criminal courts at law will certify to the Harris County Budget Office on August 1st of each year the step level and incentive pay eligibility of each court coordinator.
- 18.3.1.4. Continuing education is defined as enrollment in, and completion of, sixteen (16) hours of continuing education in courses offered by the Administrative Office of the District Courts and/or the Office of County Court Management, or through attendance at programs offered by the Texas Center for the Judiciary, the Texas Association for Court Administration, the Justice Management Institute, the National Center for State Courts, the Institute for Court Management, the National Association for Court Management, the National Judicial College, the Criminal Justice Center at Sam Houston State University, or other approved programs. Continuing education hours are required in addition to any other educational requirement of this plan.
- 18.3.1.5. In addition to the basic salary provided in Step 1.0 through 12.0, incentive pay will be awarded to those persons meeting the minimum eligibility requirements. Similar to other benefits, such as longevity pay, incentive pay follows the "person," not the "position," and incentive pay is not considered when cost of living increases are calculated.
- 18.3.1.6. For completion of at least sixty (60) hours of college credit, or for attainment of an associate's degree, a person will be eligible for a step classification of 0.1 and incentive pay of \$75.00 per month. To be eligible for plan credit, at least half of the credit hours must be from the following subject areas: English, math, computer science, accounting, management or public administration, human resource or personnel management, psychology, sociology, criminal justice, law, government or political science, or a foreign language. All hours must be granted from an institution recognized by the Texas Higher Education Coordinating Board, or must be transferable to one of its recognized institutions. A person who has graduated from the Executive Development Program of the Institute for

Court Management of the National Center for State Courts meets the minimum requirement for this incentive pay step.

- 18.3.1.7. A person who is multilingual and has been certified, through written and oral examination, to interpret in the courts is eligible for incentive pay step 0.1.
- 18.3.1.8. For attainment of a bachelor's degree, a person will be eligible for a step classification of 0.2 and incentive pay of \$150.00 per month. The major area of study or at least half of the earned credit hours must be from one of the following subject areas: English, math, computer science, accounting, management or public administration, human resource or personnel management, psychology, sociology, criminal justice, law, government or political science, or a foreign language. All hours must be granted from an institution recognized by the Texas Higher Education Coordinating Board or be transferable to one of its recognized institutions.
- 18.3.1.9. For attainment of a master's degree, a person will be eligible for a step classification of 0.3 and incentive pay of \$225.00 per month. The major area of study or at least half of the earned credit hours must be from one of the following subject areas: English, math, computer science, accounting, management or public administration, human resource or personnel management, psychology, sociology, criminal justice, law, government or political science, or a foreign language. All hours must be granted from an institution recognized by the Texas Higher Education Coordinating Board or be transferable to one of its recognized institutions.

18.4. Staff

18.4.1. Court Manager

- 18.4.1.1. The County Criminal Court Manager is chosen by a majority of the county criminal court at law judges and hired by the presiding judge. Although the court manager serves at the pleasure of the courts, the court manager's primary responsibility is to the presiding judge of the county criminal courts at law.

18.4.2. Assistant Court Manager (Project Analyst)

- 18.4.2.1. The assistant court manager is interviewed and hired by the court manager with the approval of the presiding judge. This person also serves as the project analyst for the county criminal courts at law.

18.4.3. Staff Attorney

- 18.4.3.1. The staff attorney for the county criminal courts at law is appointed by the presiding judge and hired by the court manager.

RULE 19. CODE OF JUDICIAL CONDUCT

- 19.1. All persons employed by the county criminal courts at law in any capacity shall, within the first thirty days of employment, be apprised of the contents of the Code of Judicial Conduct by the court manager, or by the staff attorney at the direction of the court manager, as the Code applies to the affected employee. The employee shall have an opportunity to ask appropriate questions related to the intent and meaning of the Code. When the meaning and intent of the Code of Judicial Conduct is understood by the employee, the acknowledgment on the following page shall be executed and signed with at least one witness present. The

completed acknowledgment shall be filed in the employee's personnel file folder, and a copy shall be retained by the employee (see form at Policies and Procedures, Appendix, Page A-8).

RULE 20. COURT REPORTERS

20.1. Absent and substitute court reporters.

- 20.1.1. A court reporter in a county criminal court at law will be allowed only that vacation and sick leave time as approved by the commissioners' court for Harris County employees. In the event of a court reporter's absence that is not covered by approved vacation or sick leave time, that court reporter will be responsible for paying the costs to provide the court with a substitute reporter.
- 20.1.2. During the approved absence of a court reporter, the Office of County Court Management shall be contacted to determine whether a reporter from another county criminal court at law is available before a substitute is hired, unless the court's reporter has made prior arrangements for coverage with another court reporter.

RULE 21. SATISFACTION OF JUDGMENT: ORDER PERMITTING PARTIAL PAYMENT ON FINES AND COSTS

- 21.1. The Sheriff of Harris County, Texas is directed to accept either the full amount or a partial amount of any fine, court costs or fees lawfully adjudged against a defendant. The sheriff or his designated deputy shall notify the judge of the court with jurisdiction over the defendant within 72 hours that partial funds were remitted, and shall include the (1) case number; (2) name of the defendant; (3) amount remitted; (4) date remitted; and (5) amount outstanding, as reflected in the records of the sheriff.

RULE 22. VIEWING AND COPYING DWI VIDEO TAPES

- 22.1. A pro se defendant or the attorney whose name appears on the court's Attorney of Record form required under Rule 16 shall be permitted to view and obtain a copy of a videotape made pursuant to Acts, 1983, CH. 303, §24, without an order. Either the pro se defendant or attorney of record may designate a third party to obtain a copy of a video tape by designating that person or company on the attorney of record form or separate motion to the court.
- 22.2. The Harris County District Attorney shall permit the pro se defendant, or the attorney of record or a third party to view and obtain a copy of a video tape at a time and place mutually agreeable to the parties.
- 22.3. To obtain a copy of a video tape the pro se defendant, the defendant's attorney or a designated third party shall provide the Harris County District Attorney with a blank video tape cassette or other recording medium agreeable to the parties and the court.
- 22.4. The district clerk shall enter the name of the designated person or company into the Justice Information Management System by utilizing an appropriate connection code that can be viewed on the computer transaction that shows parties connected to a case number.
- 22.5. Rule 22 is effective upon completion of changes in the Justice Information Management System that will facilitate compliance with these rules, but not later than the first day of August 1999.

RULE 23. RELEASE OF CLERK'S RECORD TO COUNSEL

- 23.1. The attorney representing a defendant appealing a judgment of a county criminal court at law shall be permitted the use of a copy of the Clerk's Record. Before releasing a copy of the Clerk's Record, the District Clerk of Harris County or a deputy clerk shall determine from the records in his possession the identity of the attorney of record on appeal. The District Clerk or a deputy clerk shall only release a copy of the Clerk's Record to the attorney representing the defendant on appeal. If the identity of the attorney of record on appeal cannot be ascertained or is in dispute, the clerk shall refer the attorney to the judge of the court in which judgment was entered and shall not release a copy of the Clerk's Record without a written order from a judge of a county criminal court at law.
- 23.2. The District Clerk shall develop procedures to ensure that copies of the Clerk's Record are released and returned in a timely manner and their location always known.

RULE 24. ALTERNATIVE PLAN FOR THE APPOINTMENT OF COUNSEL TO INDIGENT DEFENDANTS UNDER THE FAIR DEFENSE ACT

24.1. DEFINITIONS

- 24.1.1. *Appointing authority* means the Judges of the County Criminal Courts at Law of Harris County, Texas.
- 24.1.2. *Approved attorney* means an attorney meeting the objective qualifications of this Plan, and approved by a majority of the Judges of these Courts.
- 24.1.3. *Appointment manager* means the person who implements appointment procedures.
- 24.1.4. *A day* means a single day on which an attorney is assigned to appear in a court.
- 24.1.5. *Case* means each cause number, or count in which a defendant is charged with a separate offense. *See* Office of Court Administration, Texas Judicial Counsel Monthly Report Instructions.
- 24.1.6. *Contract* means the agreement between an approved attorney and the Harris County Commissioners Court meeting the requirements established by the Texas Indigent Defense Commission.
- 24.1.7. *Contract Defender Program*. Contract defender program means a system under which private attorneys, acting as independent contractors and compensated with public funds, are engaged to provide legal representation and services to a group of unspecified indigent defendants who appear before a particular court or group of courts.
- 24.1.8. *Contracting Authority*. The contracting authority is the Commissioners Court of Harris County, Texas.
- 24.1.9. *Contractor*. The contractor is an individual attorney licensed to practice law in the State of Texas, meeting the eligibility criteria in this Plan that can be bound by contract.
- 24.1.10. *Criminal Law Hearing Officer* means a judicial officer created by Chapter 54, Subchapter L of the Texas Government Code (§ 54.851 et seq.)
- 24.1.11. *Defendant* means a person accused of a crime or juvenile offense, as those terms are defined by Section 71.001 of the Texas Government Code.
- 24.1.12. *Disposed* means:
 - 24.1.12.1. entry of an order dismissing the case;

- 24.1.12.2. the defendant has been sentenced after a plea of guilty or no contest;
 - 24.1.12.3. trial on the merits resulting in a verdict;
 - 24.1.12.4. entry of an order granting community supervision;
 - 24.1.12.5. a motion for new trial has been overruled;
 - 24.1.12.6. submission of a brief on appeal;
 - 24.1.12.7. granting or denial of an application for writ of habeas corpus or other extraordinary relief.
- 24.1.13. *Fair Defense Act Management System (FDAMS)*
- 24.1.14. *First-chair counsel* means the attorney in charge of the case.
- 24.1.15. *He* or *him* refers to a male or female.
- 24.1.16. *Household* means all individuals who are actually dependent on the defendant for financial support.
- 24.1.17. *Indigent* means a person who is not financially able to employ counsel. A person is presumed indigent if the total income derived by that person (and any of his dependents) is equal to or less than 125% of the United States Health and Human Services poverty guidelines applicable to that defendant's family/household.
- 24.1.18. *Itemized Fee Voucher*. The itemized fee voucher shall be in electronic form promulgated by these courts and approved by the Harris County Auditor. It shall include at a minimum all the information necessary for the county auditor or other designated official to complete the expenditure report required to be submitted to the Office of Court Administration by Section 71.0351 (e), Government Code.
- 24.1.19. *Judge* means a Judge of a Harris County Criminal Court at Law.
- 24.1.20. *Judicial Officer* means a Judge of a Harris County Criminal Court at Law, or a Harris County Criminal Law Hearing Officer.
- 24.1.21. *Majority of judges* means not less than: (a) eight of the duly elected and qualified judges of the Harris County Criminal Courts at Law prior to January 1, 2016; or (b) nine of the duly elected and qualified judges of the Harris County Criminal Courts at Law on or after January 1, 2016.
- 24.1.22. *Plan* means the Alternative Plan adopted by the Judges of the County Criminal Courts at Law of Harris County, Texas, on November 5, 2015.
- 24.1.23. *Probable cause* means a reasonable ground, based upon the facts and circumstances, sufficient to warrant a prudent man to believe that the defendant has committed each element of the offense charged and the defendant is culpable, it being understood that if there is a sufficient defense established by testimony or documentation of the arresting agency, then there is no "probable cause".³
- 24.1.24. *Public Defender* means the Chief Public Defender of the Harris County Public Defender's Office.

³ *Roberson v. Richardson*, Civil Action No. H084-3659, United States District Court For The Southern District of Texas, Houston Division (1987).

- 24.1.25. *Second-chair counsel* means an attorney who is not eligible to be appointed as first-chair counsel, who volunteers for the purpose of gaining experience, knowledge, and competency in the representation of a defendant.
- 24.1.26. *Taken before a magistrate* means either physically bringing the defendant before the judicial officer in person or the image of the arrested person may be presented to the magistrate by means of an electronic broadcast system as provided by TEX CODE CRIM. PROC. ART. 15.17(a).
- 24.1.27. *The cost of obtaining competent private legal representation* includes the reasonable cost of support services such as investigators and expert witnesses as necessary and appropriate given the nature of the case.
- 24.1.28. *Working day* means Monday through Friday, except official federal, state, and county holidays.

24.2. PROMPT AND ACCURATE MAGISTRATE PROCEEDINGS.

- 24.2.1. DUTY OF ARRESTING OFFICER. The arresting officer, or the person having custody of the arrestee, shall ensure that every arrestee shall be brought before a judicial officer without unnecessary delay, but not later than 48 hours after the person is arrested.
 - 24.2.1.1. Unless arrested pursuant to an arrest warrant, bench warrant, *capias*, or other order of a magistrate or judge, necessary forms establishing probable cause shall be completed and filed contemporaneous with the arrestee being booked into the Harris County Jail for any misdemeanor punishable by incarceration.
- 24.2.2. RELEASE OF CERTAIN DEFENDANTS ARRESTED WITHOUT WARRANT. A person arrested for a misdemeanor without a warrant and who is detained in jail must be released not later than the 24th hour after arrest, on a bond in an amount not to exceed \$5,000, if a judicial officer has not determined that probable cause exists to believe that the person committed the offense for which the person is charged. If the person is unable to obtain a surety for the bond or unable to deposit money in an amount of the bond, the person must be released on personal bond.
- 24.2.3. POSTPONED RELEASE. If requested by the State of Texas, a judicial officer may postpone the release of the defendant for not more than 72 hours after the defendant's arrest if a probable cause determination has not been made, in compliance with the procedure set forth in ART. 17.033, TEX CODE CRIM. PROC. ARTS.
- 24.2.4. RECORD OF PROCEEDING. In each case in which a person arrested is taken before a judicial officer, any combination of an electronic recording, written form, or other documentation memorializing:
 - 24.2.4.1. the judicial officer informing the defendant of the defendant's right to request appointment of counsel;
 - 24.2.4.2. the judicial officer asking the person whether the person wants to request the appointment of counsel;
 - 24.2.4.3. instruction on how to request the appointment of counsel and
 - 24.2.4.4. whether the person requested the appointment of counsel.
- 24.2.5. DEFENDANT BROUGHT BEFORE JUDICIAL OFFICER. The judicial officer shall determine if the defendant can speak and understand the English language, or if the defendant is deaf or hearing impaired.

- 24.2.6. INTERPRETER. If the person does not speak and understand the English language or is deaf, the judicial officer shall in an appropriate manner, and consistent with ARTS. 38.30, and 38.31, TEX. CODE CRIM. PROC. ARTS., communicate with the defendant using an interpreter.
- 24.2.6.1. TRANSLATE FORMS AND DOCUMENTS. Interpreters provided at County expense shall provide sight translation of court documents and correspondence associated with the case or proceeding.⁴
- 24.2.7. THE HEARING. The judicial officer shall inform the defendant of the nature of the charge and of any affidavit, if available, filed therewith:
- 24.2.7.1. The officer shall admonish the defendant of:
- 24.2.7.1.1. the right to retain counsel;
 - 24.2.7.1.2. the right to remain silent;
 - 24.2.7.1.3. the right to have an attorney present during any interview with peace officers or attorneys representing the State of Texas;
 - 24.2.7.1.4. the right to terminate an interview at any time;
 - 24.2.7.1.5. the right not to make a statement and that any statement made by the defendant may be used against the defendant.
- 24.2.8. INFORMATION AND EXPLANATION OF THE RIGHT TO COUNSEL.
- 24.2.8.1. The judicial officer shall:
- 24.2.8.1.1. Inform the defendant of the right to appointed counsel if the person cannot afford counsel and the procedures for requesting appointment of counsel in the trial court;
 - 24.2.8.1.2. Inquire as to whether the defendant is requesting that counsel be appointed;
 - 24.2.8.1.3. Clearly note on the magistrate's admonishment form, or Probable Cause for Further Detention form, the defendant's choice viz: to request the appointment of counsel or not to request the appointment of counsel.
- 24.2.8.2. If the judicial officer has reason to believe the defendant is not mentally competent, the judicial officer shall enter a request for counsel on behalf of the defendant to alert the judge of the court in which the case is pending that counsel with the specialized skills necessary to represent mentally ill, or intellectually disabled should be appointed to the case.
- 24.2.9. DETERMINATION OF PROBABLE CAUSE FOR FURTHER DETENTION. In a case where the individual was arrested without an arrest warrant, bench warrant, or capias, or other order of a magistrate or judge, the judicial officer shall determine whether there is probable cause to believe the person committed the offense stated in the complaint.
- 24.2.10. SETTING BAIL. The judicial officer shall set the amount of bail and consider the defendant for release on a personal bond.⁵
- 24.2.11. ARREST ON OUT-OF-COUNTY WARRANT. The judicial officer and district clerk shall follow the same procedure for a person arrested on one or more out-of-county warrants.

⁴ Rule 5.2, Harris County Limited English Proficiency (LEP) Plan for Court Proceedings required by 42 U.S.C. 2000d, *et seq* (2015).

⁵ *Roberson v. Richardson*, *supra*.

- 24.2.11.1. If the arrestee requests the appointment of counsel, the judicial officer shall ask the arrestee to complete an affidavit of indigence and financial statement, and shall ensure the arrestee has assistance in completing the forms.
- 24.2.11.2. The district clerk shall transmit the form to the county issuing the warrant within 24 hours of the request being made.
- 24.2.12. THE MAGISTRATE SHALL RECORD THE FOLLOWING:
 - 24.2.12.1. The date and time the defendant was arrested and the date and time when the defendant was brought before the magistrate;
 - 24.2.12.2. Whether the judicial officer informed the defendant of the right to request appointment of counsel, and the procedure for requesting counsel in the trial court; and
 - 24.2.12.3. Whether the defendant requested appointment of counsel.
- 24.2.13. TIMELY TRANSMISSION OF FORMS TO THE TRIAL COURT. The District Clerk of Harris County, Texas, through a deputy district clerk, shall immediately transmit or cause to be transmitted the magistrate's form or Probable Cause for Further Detention form to the judge of the court in which the case is pending for use the following business day to timely conduct an indigence hearing as requested by the defendant.

24.3. RIGHT TO APPOINTED COUNSEL.

- 24.3.1. A defendant found to be indigent as that term is used herein, and who requests appointed counsel has the right to counsel:
 - 24.3.1.1. in any adversarial judicial proceeding that may result in punishment by confinement;
 - 24.3.1.2. in any criminal proceeding before the court if the judge concludes that the interests of justice require representation;
 - 24.3.1.3. in a direct appeal to a court of appeals;
 - 24.3.1.4. following arrest for violating a condition of community supervision; and
 - 24.3.1.5. following arrest on an out-of-county warrant.
- 24.3.2. The judge of the court may also appoint counsel, in the interests of justice to a person appearing before the court, regardless of the person's financial status.

24.4. DETERMINING INDIGENCE.

- 24.4.1. Procedures Used to Determine Indigence.
 - 24.4.1.1. Indigence is determined by the judge of the court with dispositive jurisdiction. The judge may require the defendant to respond to questions about the defendant's financial status, produce documentation supporting financial information provided, and/or order a court official to verify financial information provided.
 - 24.4.1.2. A request by the appointing authority for additional information, documentation, and/or verification cannot delay appointment of counsel beyond the timelines specified in ART.1.051. TEX. CODE CRIM. PROC.

- 24.4.2. FINANCIAL STANDARD. For purposes of appointing counsel, a person is indigent if the person is not financially able to employ counsel.⁶ The standard shall apply to each defendant equally, regardless of whether the defendant is in custody or is released on bail.
- 24.4.3. FACTORS FOR DETERMINING INDIGENCE. A judge shall consider the following factors in determining whether a defendant is indigent:
- 24.4.3.1. defendant's income,
 - 24.4.3.2. source(s) of income,
 - 24.4.3.3. assets and property owned, or in which the defendant has an interest,
 - 24.4.3.4. outstanding obligations,
 - 24.4.3.5. necessary expenses,
 - 24.4.3.6. the number and ages of dependents, and
 - 24.4.3.7. spousal income that is available to the defendant.
- 24.4.4. PRESUMPTIONS.
- 24.4.4.1. The defendant is presumed to be indigent if his net household income does not exceed 125% of the Poverty Guidelines as revised annually by the United States Department of Health and Human Services and published in the Federal Register.
 - 24.4.4.2. A defendant determined to be indigent is presumed to remain indigent for the remainder of the case unless a material change in the defendant's financial circumstances occurs.
- 24.4.5. USE OF INFORMATION LIMITED. Information gathered for determining indigence, both in the affidavit of indigence and through oral examination, may not be used for any purpose other than:
- 24.4.5.1. Determining if defendant is (or is not) indigent; or
 - 24.4.5.2. Impeaching direct testimony of defendant regarding the defendant's indigence.
- 24.4.6. REVIEW. A defendant's status as indigent or not indigent may be reviewed in a formal hearing at any stage of court proceedings, on a motion for reconsideration by the defendant, the defendant's attorney, or the attorney representing the state.
- 24.4.6.1. The defendant's indigent status will be presumed not to have changed. The presumption can be rebutted in the review proceedings based on the following:
 - 24.4.6.2. Evidence of a material change in the defendant's financial circumstances, as a result of which the defendant does not meet any of the standards for indigence contained in these rules; or
 - 24.4.6.3. Additional information regarding the defendant's financial circumstances that shows that the defendant does not meet any of the standards for indigence contained in these rules.
 - 24.4.6.4. If a defendant previously determined to be indigent is subsequently determined not to be indigent, the attorney shall be compensated by the county according to the fee schedule for hours reasonably expended on the case.

⁶ See TEX. CODE CRIM. P. ANN. art. 1.051(b).

- 24.4.6.5. If the court determines that a defendant has financial resources that enable him to offset in part or in whole the costs of the legal services provided, including any expenses and costs, the court shall order the defendant to pay during the pendency of the charges or, if convicted, as court costs, the amount that it finds the defendant is able to pay.

24.5. Establishing Minimum Attorney Qualifications.

- 24.5.1. **QUALIFICATIONS.** To be qualified an attorney must submit a completed application, resume, recent photograph, and signed attorney acknowledgement form. The attorney must also:

- 24.5.1.1. Have been licensed to practice law for at least one year;
- 24.5.1.2. Have accumulated a minimum of **10 points** according to the following scale, at least **2 points** of which are from cases tried to verdict as first chair counsel (the attorney shall list the point total in each area with the application):
- 24.5.1.2.1. **Two points** for each continuous 365-day period in the preceding 3 years as a practicing attorney (up to 3 periods with 5 points maximum);
- 24.5.1.2.2. **Two points** for each successfully completed intensive criminal law training program in the last 3-year period appearing on the courts' list of approved intensive training programs (see Appendix A) (up to 4 points maximum);
- 24.5.1.2.3. **One point** for each criminal case tried to a verdict in county or district court as first-chair counsel (list case styles and cause numbers) (up to 5 points maximum; at least 2 points required);
- 24.5.1.2.4. **One point** for each continuous 120-day period in the preceding 3 years as an intern or legal assistant working under the supervision of a Texas lawyer whose practice was devoted at least 80% to criminal law in county or district courts (up to 3 points maximum);
- 24.5.1.2.5. **One point** for each Texas State Bar approved CLE lecture given by the attorney, with accompanying written materials, on a criminal law topic (provide written materials and list CLE title, date, and location) (up to 2 points maximum);
- 24.5.1.2.6. **One point** for each CLE reporting period in the last 3 years in which the attorney attended at least 40 hours of CLE training related to criminal law (provide annual CLE printouts) (up to 2 points maximum);
- 24.5.1.2.7. **One point** for each law review article authored by the attorney and published by an ABA-accredited law school on a criminal law topic (attach article and citation) (up to 1 point maximum); and
- 24.5.1.2.8. **One-half point** for each criminal case tried to a verdict in county or district court as second-chair counsel (list case styles and cause numbers) (up to 5 points maximum). To claim credit in this subsection, the attorney must have been present during the entire trial, from jury selection through final verdict;
- 24.5.1.3. Demonstrate substantive knowledge of criminal law, criminal procedure, and evidentiary rules applicable to misdemeanor cases by scoring at least 75% on an open-book test written by judicial staff and members of the Public Defender's Office of Harris County, Texas (unless the attorney is board certified in criminal

or criminal appellate law by the Texas Board of Legal Specialization, or unless the attorney is an Assistant Public Defender participating only in an article 15.17 proceeding before a Criminal Law Hearing Officer, in which case he or she is exempt from the exam requirement);

- 24.5.1.4. Maintain telephone and fax numbers, as well as a physical location (other than a public building) in which the attorney can conduct confidential meetings and discussions without compromising professionalism and the attorney-client privilege;
- 24.5.1.5. Have attended at least 10 hours of CLE related to criminal law in the year prior to filing an application (submit CLE verification);
- 24.5.1.6. Agree to attend at least 10 hours of CLE related to criminal law annually, including one hour of ethics, and annually submit an affidavit showing compliance with this CLE requirement;
- 24.5.1.7. Agree to attend CLE programs as directed by the Presiding Judge of these courts;
- 24.5.1.8. Agree to submit an affidavit showing compliance with the annual CLE requirements;
- 24.5.1.9. Provide (and keep current) an email address to which the Office of County Court Management may send official notices and correspondence regarding the Plan, including, but not limited to, matters concerning CLE, changes to the Plan and eligibility requirements, notice of removal from the approved list, and other administrative matters;
- 24.5.1.10. Consistently demonstrate commitment to providing effective assistance of counsel and quality representation to criminal defendants;
- 24.5.1.11. Maintain a demeanor which is professional and conducive to effective representation;
- 24.5.1.12. Demonstrate effectiveness of advocacy skills including, but not limited to, such items as: voir dire; direct and cross examination; introduction of, objection to, and admissibility of evidence; argument; instructions; and recognition of appellate issues;
- 24.5.1.13. Communicate effectively with the other parties involved in his cases. The attorney must make thorough use of sentencing laws, seeking imaginative and creative sentencing alternatives;
- 24.5.1.14. Appear in court punctually and keep the court apprised of his whereabouts;
- 24.5.1.15. Be cognizant that the manner in which he or she interacts with judicial officers, prosecutors, courtroom personnel, law enforcement personnel, co-counsel, and other members of the justice system contributes to the effective representation of his indigent clients;
- 24.5.1.16. Be of sound mind;
- 24.5.1.17. Agree to report to the Texas Indigent Defense Commission, by October 15th of each year, the percentage of the attorney's practice time that was dedicated to work based on appointments accepted in Harris County for adult criminal and juvenile delinquency cases for the prior year (term beginning on October 1st and ending September 30th); and

- 24.5.2. **CONTINUING DUTIES; EXCEPTIONS.** A qualified attorney that has not been removed from the list of qualified attorneys must fulfill the obligations, expectations, and agreements listed in Rule 24.5.1, except that the attorney need not annually:
- 24.5.2.1. Resubmit an application, resume, and photograph; or
 - 24.5.2.2. Retake the competency exam (see Rule 24.5.1.4).
- 24.5.3. **OBLIGATION TO REPORT CERTAIN OCCURRENCES.** A qualified attorney shall notify the presiding judge of these courts not later than 48 hours after any of the following events:
- 24.5.3.1. The attorney's arrest for any state or federal offense punishable by confinement;
 - 24.5.3.2. The attorney's placement on community supervision, diversion, or intervention;
 - 24.5.3.3. Any judicial finding that the attorney provided ineffective assistance of counsel;
 - 24.5.3.4. Disciplinary action by the State Bar of Texas against the attorney, including but not limited to any active or probated suspension; or
 - 24.5.3.5. The attorney enters a plea of guilty or no contest to, or is found guilty of, an offense punishable by confinement.
- 24.5.4. **SPECIALTY COURT PROGRAMS, PUBLIC DEFENDER, DEFENSE SPECIALISTS.**⁷ These categories provide opportunities for lawyers to diversify their practices, to control the size of their caseloads, to choose the types of cases they handle, and to have access to adequate resources to properly defend their clients.
- 24.5.4.1. **SPECIAL MENTAL HEALTH CASELOAD.** An assistant Harris County Public Defender with significant previous experience and specialized training in representing mentally ill and intellectually disabled persons charged with a criminal offense, shall represent a defendant:
 - 24.5.4.1.1. Identified by an algorithm composed of data approved by the judges covered by this Plan in consultation with the chief public defender, indicating a likelihood that mental illness and/or intellectual disability is/are a factor in the defendant's arrest;
 - 24.5.4.1.2. Arrested at least three times during the twelve months prior to the current arrest, with a medical and social history suggesting that court ordered step-down therapy may reduce the probability of future arrests; or,
 - 24.5.4.1.3. Following a finding by a court that the defendant is incompetent.
 - 24.5.4.2. **MENTAL HEALTH DEFENSE SPECIALIST.** Represents a defendant identified using the mental health algorithm; a defendant found incompetent; or a defendant manifesting signs of mental illness when the Public Defender's Office reaches its daily or annual case load cap. The attorney must:
 - 24.5.4.2.1. Meet the general qualifications; and
 - 24.5.4.2.2. Meet at least one of the following three requirements:
 - 24.5.4.2.3. Has previous experience representing mentally ill offenders in Texas;

⁷ "Specialist," as used in these Rules, does not refer to any certification through the Texas Board of Legal Specialization.

- 24.5.4.2.4. Possesses an undergraduate or graduate degree in social work or a related field; and/or
- 24.5.4.2.5. Attended the four hour Mental Health Defense Specialist seminar sponsored by the Harris County Public Defender's Office.
- 24.5.4.3. APPEALS AND HABEAS CORPUS. The Harris County Public Defender shall represent all persons appealing a judgment or order of these courts. If, because of a conflict, the public defender is unable to represent a defendant on appeal, a judge shall request the names of qualified appellate attorneys from which he or she shall select a name.
 - 24.5.4.3.1. This category provides counsel in cases where the Public Defender's Office has a conflict. The attorney must:
 - 24.5.4.3.1.1. Meet the general qualifications; and
 - 24.5.4.3.1.2. Have been attorney of record in at least five direct appeals and the appeal of adverse rulings in at least two writs of habeas corpus.
 - 24.5.4.4. BILINGUAL ATTORNEY. Represents a defendant who does not speak or understand the English language. The attorney must:
 - 24.5.4.4.1. Meet the general qualifications; and
 - 24.5.4.4.2. Demonstrate a Level III proficiency in a foreign language administered by a nationally recognized entity or organization that teaches individuals to read, write, and speak foreign languages through on-site instruction in Harris, County, Texas.
 - 24.5.4.5. FUGITIVE DEFENSE SPECIALIST. Represents a person who has been arrested in Harris County, Texas on a warrant from another state or another county in Texas. The attorney must:
 - 24.5.4.5.1. Meet the general qualifications; and
 - 24.5.4.5.2. Have previous experience representing fugitives, The State of Texas, or both, in hearings or writ applications before a judge or magistrate involving defendants held under authority of out-of-state or out-of-county warrants.
 - 24.5.4.6. S.O.B.E.R COURT PROGRAM ATTORNEY. Represents a defendant in the S.O.B.E.R Court Specialty program for persons convicted of driving while intoxicated. The attorney must:
 - 24.5.4.6.1. Meet the general qualifications or meet the qualifications to practice in a specialty district court dealing with substance abuse issues;
 - 24.5.4.6.2. Observe one staffing and review in each S.O.B.E.R. Court;
 - 24.5.4.6.3. Read selected articles on specialty courts, and the role of defense counsel in specialty courts;
 - 24.5.4.6.4. Work under the direction of a S.O.B.E.R. Court mentor attorney, representing program participants for 60 days;
 - 24.5.4.6.5. Agree to attend grant sponsored specialty court training; and
 - 24.5.4.6.6. Agree to an hourly fee for professional services, and which does not include training (except for representation of a client under a mentor); graduations, or other activities.

- 24.5.4.7. VETERAN'S COURT PROGRAM ATTORNEY. Represents a Veteran or current member of the United States armed forces, including a member of the Reserves, National Guard or State Guard, who has been accepted into Veterans Court Program. The attorney must:
 - 24.5.4.7.1. Meet the general qualifications;
 - 24.5.4.7.2. Read selected articles on specialty courts, and the role of defense counsel in specialty courts;
 - 24.5.4.7.3. Observe three dockets (staffing and review);
 - 24.5.4.7.4. Agree to attend grant-sponsored team training; and
 - 24.5.4.7.5. Agree to an hourly fee for professional services, and which does not include training (except for representation of a client under a mentor); graduations, or other activities.
- 24.5.4.8. PROJECT SECOND CHANCE COURT PROGRAM ATTORNEY. Represents a defendant who is charged with prostitution, from the age of 17 years of age through the age of 25 years of age who has been accepted into the Project Second Chance Court program. The attorney must:
 - 24.5.4.8.1. Meet the general qualifications;
 - 24.5.4.8.2. Read selected articles on specialty courts, and the role of defense counsel in specialty courts;
 - 24.5.4.8.3. Observe three dockets (staffing and review);
 - 24.5.4.8.4. Agree to attend grant sponsored team training; and
 - 24.5.4.8.5. Agree to an hourly fee for professional services, and which does not include training (except for representation of a client under a mentor); graduations, or other activities.
- 24.5.5. DEAF OR HEARING IMPAIRED. Represents a defendant who is deaf, or severely hearing impaired. The attorney must:
 - 24.5.5.1. Meet the general qualifications;
 - 24.5.5.2. Have a working knowledge of American Sign Language or other universally accepted sign language; and
 - 24.5.5.3. Possess the willingness to work through a state-licensed interpreter for the deaf and hearing impaired.
- 24.6. APPROVAL OF QUALIFIED ATTORNEYS.** Approval decisions are based on an assessment of the need of the Courts to add attorneys in various categories based on an analysis of current caseloads and projections for the future.
 - 24.6.1. The judges will review qualified applications at their January, May, and September meetings, or as the needs of the courts require.
 - 24.6.2. MAJORITY VOTE FOR APPROVAL. A majority vote (nine votes) of the judges presiding over the County Criminal Courts at Law is necessary to approve an attorney's placement on the list of Attorneys Eligible for Appointment.
 - 24.6.3. ADMINISTRATIVE MEETING. Prior to the first appointment period, each approved attorney shall attend a two hour meeting with the Courts' staff attorney to review the F.D.A.M.S. and V.i.P.S. electronic assignment and payment procedures.

- 24.6.4. ANNUAL DUTY TO REPORT CLE COMPLIANCE. The annual reporting period begins on November 1st and ends October 31st of the following year.
- 24.6.5. FORM OF REPORT. CLE hours shall be reported by submitting the State Bar of Texas Minimum Continuing Legal Education annual Verification Report or reports attached to an affidavit attesting to the truth and accuracy of the report(s).
- 24.6.6. COMPLIANCE. Each attorney is responsible for timely filing the attorney's CLE report and affidavit with the Office of County Court Management, 1201 Franklin Street, 7th Floor, Houston, Texas 77002.

24.7. VOLUNTARY AND INVOLUNTARY REMOVAL OF APPROVED ATTORNEY FROM THE LIST OF ELIGIBLE ATTORNEYS AND APPEAL.

- 24.7.1. INVOLUNTARY REMOVAL. The judges, by majority vote, may remove an attorney from the approved list if they find the attorney:
 - 24.7.1.1. no longer meets the qualifications under 24.5;
 - 24.7.1.2. is not competent to properly represent indigent defendants in the County Criminal Courts at Law;
 - 24.7.1.3. intentionally or repeatedly fails to make every reasonable effort to contact a defendant not later than the end of the first working day after the date on which the attorney is appointed, and to interview the defendant as soon as practicable after the attorney is appointed; or
 - 24.7.1.4. repeatedly declines judicial requests to represent indigent defendants through individual or term assignments.
- 24.7.2. VOLUNTARY REMOVAL. An attorney may request to be removed from the list of approved attorneys for a limited or indefinite period by making such request in writing, addressed to the Presiding Judge of the County Criminal Courts at Law.
- 24.7.3. REINSTATEMENT. An attorney may request reinstatement in the same manner as a request for removal.
- 24.7.4. APPEAL. An approved attorney may appeal his involuntary removal from the list of Attorneys Eligible for Appointment using the following procedure:
 - 24.7.4.1. At any time within 30 days after an attorney receives notice of the attorney's removal from the list of Attorneys Eligible for Appointment, the attorney may give written notice of appeal to the Presiding Judge of the Harris County Criminal Courts at Law.
 - 24.7.4.1.1. For purposes of Rule 24.7.4.1, there exists a rebuttable presumption that the attorney received notice of his removal from the list on the earlier of: (1) the date the Office of Court Management emailed notice to the email address on file for the attorney; or (2) one day after the Office of Court management mailed notice to the mailing address on file for the attorney.
 - 24.7.4.2. Upon receipt of a notice of appeal, the Presiding Judge shall request that a member of the Office of County Court Management verify the accuracy of the vote and subsequent notice to the attorney.
 - 24.7.4.3. If review indicates an error, the Presiding Judge shall direct a member of the Office of County Court Management to make the necessary corrections.

24.7.4.4. Within 14 days receipt of the attorney's notice of appeal, a member of the Office of County Court Management shall notify the applicant of his status as to the list of Attorneys eligible for Appointment.

24.8. REPLACEMENT OF APPROVED COUNSEL FROM A CASE OR CASES.

24.8.1. ATTORNEY REQUEST.

24.8.1.1. A lawyer may request permission to withdraw by filing a written motion with the court.

24.8.1.2. The judge presiding over the case may grant the motion for good cause only after finding that the client will not be prejudiced by the substitution.

24.8.1.3. After granting the motion, the judge presiding over the case shall immediately appoint another qualified attorney as provided by these rules.

24.8.2. FOR CAUSE. The judge presiding over the case may replace counsel after entering written findings in the record showing good cause and that no prejudice to the defendant will result from the removal, including without limitation:

24.8.2.1. current information about the defendant and charges indicating that counsel of different qualifications is appropriate for the defendant under these rules;

24.8.2.2. a violation of the attorney's professional responsibilities; or

24.8.2.3. a principled reason.⁸

24.8.2.4. A judge, upon learning an indigent defendant was previously represented by a mental health defense specialist, shall appoint that specialist to the new case. The court coordinator shall immediately notify the mental health defense specialist of the appointment.

24.8.3. DEFENDANT REQUEST. The appointing judge may substitute counsel if:

24.8.3.1. at the conclusion of a trial, the indigent defendant desires to prosecute a direct appeal and requests that the court appoint different counsel; or

24.8.3.2. the defendant shows good cause for replacing appointed counsel, including counsel's persistent or prolonged failure to communicate with the defendant.

24.8.4. REPLACEMENT PROCEDURE.

24.8.4.1. If, after assignment, an attorney is unable to serve, the presiding judge of the court shall attempt to fill the vacancy with another attorney assigned to the court, or to another court.

24.8.4.2. If another attorney from the list of attorneys assigned to these courts is unavailable, the presiding judge of the court shall fill the vacancy using FDAMS.

24.9. APPOINTMENT OF COUNSEL. The appointing authority is the judge of the court in which the defendant's case is filed, or the courts' designee.

24.9.1. PERSONS BOOKED INTO THE COUNTY JAIL. The court, or the courts' designee authorized under Article 26.04 to appoint counsel for indigent defendants, shall appoint counsel as soon as possible, but not later than the end of the first working day after the date on which the court or the courts' designee receives the defendant's request for appointment of counsel.

⁸ *Stotts v. Wiser*, 849 S.W.2d 366 (Tex. Crim. App. 1995).

- 24.9.2. PERSON RELEASED ON BOND PRIOR TO BOOKING IN THE COUNTY JAIL. A defendant released on bail before being booked into the Harris County Jail shall appear the 7th day following release (or the next business day following the 7th day if the 7th day is not a business day). Prior to conducting an arraignment proceeding, the judge shall perform the duties required under Article 15.17 and shall appoint counsel if the defendant requests, and is entitled to, appointed counsel or if the interests of justice require the appointment of counsel.
- 24.9.3. PERSON ARRESTED IN ANOTHER COUNTY ON A HARRIS COUNTY WARRANT. Within 24 hours of receiving notice of a defendant's arrest in another county, the judge of the court that issued the arrest process shall appoint counsel for the defendant.
- 24.9.4. PERSON ARRESTED ON OUT-OF-COUNTY WARRANT IN HARRIS COUNTY. A person arrested on an out-of-county warrant must be appointed counsel on the 11th day following the date the defendant was booked into the Harris County Jail if the person has not been transferred or released to the custody of the county issuing the warrant.
- 24.9.5. OBTAINING REQUEST FOR APPOINTED COUNSEL FORM. The form used to request appointment of counsel and the financial affidavit in support of the request are available to defendants and interested third parties by requesting same from the court coordinator in any county criminal court at law.
- 24.9.6. FILING THE FORM. The completed forms shall be filed with the deputy district clerk in the court where the case is pending.

24.10. DUTY OF APPOINTED COUNSEL.

- 24.10.1. INITIAL CONTACT. An attorney appointed to represent an indigent defendant shall make every reasonable effort to contact the defendant not later than the end of the first working day and to interview the defendant as soon as practicable.
- 24.10.2. DURATION OF APPOINTMENT.
 - 24.10.2.1. Appointed counsel shall zealously represent a defendant until charges are dismissed, the defendant is acquitted, or the attorney is permitted or ordered by the court to withdraw as counsel after a finding of good cause entered on the record.⁹
 - 24.10.2.2. On each successive arrest of a defendant previously represented by a mental health defense specialist, or assistant public defender, the judge of the court in which the case is pending shall make every effort to appoint the assistant public defender, or mental health defense specialist who previously represented the defendant.
- 24.10.3. CONDUCT OF COUNSEL. Appointed counsel shall perform the attorney's duty owed to the defendant in accordance with the adopted procedures of this Plan, the requirements of law, and the Texas Disciplinary Rules of Professional Conduct.
- 24.10.4. TIMELY APPEARANCE IN COURT.
 - 24.10.4.1. An attorney assigned to a court shall appear at 8:30 a.m. unless otherwise instructed by the judge presiding.
 - 24.10.4.2. An attorney assigned to a court is subject to temporary reassignment to another court.

⁹ See TEX. CODE CRIM. P. ANN. art. 26.04(j).

- 24.10.4.3. An attorney shall remain in an assigned court until expressly released by the judge presiding.
 - 24.10.4.4. An attorney failing to appear as provided by this subsection is subject to immediate replacement by the judge presiding.
 - 24.10.5. ABSENCE OR CONFLICT. Appointed counsel shall inform the judge presiding when any of the following occurs:
 - 24.10.5.1. counsel is unable to appear to discharge his or her duties according to the published schedule; or
 - 24.10.5.2. counsel cannot represent an indigent defendant because of a legal or ethical conflict.
 - 24.10.6. FIRST AND SECOND CHAIR COUNSEL. An attorney appointed to represent a defendant shall not formally or informally associate second-chair counsel without the written approval of the judge presiding. An attorney who provides legal services to an indigent defendant to whom the attorney has not been appointed does so *pro bono*.
 - 24.10.6.1. FIRST-CHAIR COUNSEL
 - 24.10.6.1.1. All motions filed in the case shall be filed in the name of first-chair counsel.
 - 24.10.6.1.2. First-chair counsel shall appear on all matters before the Court and speak for the defendant.
 - 24.10.6.1.3. First-chair counsel may assign tasks to second-chair counsel on behalf of the defendant.
 - 24.10.6.2. SECOND-CHAIR COUNSEL
 - 24.10.6.2.1. Under the direction and in the presence of lead counsel, second-chair counsel may prepare, present, or argue motions, examine witnesses, and participate in a hearing or trial.
 - 24.10.6.2.2. Second-chair counsel shall complete and file an attorney of record form with the district clerk. The form shall state on its face that the attorney is second-chair counsel.
 - 24.10.6.2.3. Second-chair counsel is not entitled to compensation from Harris County for work performed while acting in this capacity.
 - 24.10.6.2.4. Second-chair counsel shall be present for the entire trial.
 - 24.10.6.2.5. Only one (1) second-chair counsel is permitted on a case.
 - 24.10.6.3. SUBSTITUTION BY APPOINTED COUNSEL PROHIBITED. Only with approval of the judge presiding, may an attorney send another attorney to appear on his behalf. If agreed to by the judge in the court where the case is pending, the attorney making the appearance must be eligible for appointment to represent an indigent defendant in these courts. The attorney shall not be entitled to compensation for his appearance.
- 24.11. THE FAIR, NEUTRAL AND NONDISCRIMINATORY ATTORNEY SELECTION PROCESS.** Each assignment shall be randomly and impartially distributed among the list of attorneys eligible for appointment based upon the needs of the courts, an individual attorney's qualifications, and willingness and availability to work during an assignment period.

- 24.11.1. ATTORNEY CATEGORIES. An individual attorney may be qualified in more than one category.
- 24.11.1.1. Speaks only English.
 - 24.11.1.2. Speaks Spanish, or other foreign language.
 - 24.11.1.3. Mental health defense specialist.
 - 24.11.1.4. Appeal and Habeas Corpus.
 - 24.11.1.5. Veteran's Court.
 - 24.11.1.6. S.O.B.E.R Court.
 - 24.11.1.7. American Sign Language.
 - 24.11.1.8. Project Second Chance Court.
 - 24.11.1.9. Fugitive defense specialist.
- 24.11.2. ASSIGNMENT TYPE OR TERM. An attorney may choose to be available for any single term, or may combine a term and daily assignments during any quarterly appointment period.
- 24.11.2.1. DAILY ASSIGNMENT. One (1) calendar day. Means one day on which a court has a docket.
 - 24.11.2.2. FOUR (4) WEEK DAY-TERM ASSIGNMENT. Means four consecutive weeks.
 - 24.11.2.3. THIRTEEN (13) WEEK TERM ASSIGNMENT. Means thirteen consecutive weeks.
 - 24.11.2.4. TWENTY-SIX (26) WEEK TERM ASSIGNMENT. Means twenty-six consecutive weeks.
 - 24.11.2.5. FIFTY-TWO (52) WEEK TERM ASSIGNMENT. Means fifty-two consecutive weeks.
- 24.11.3. ANNUAL CALENDAR. In December of each year, the calendar for the succeeding year will be published to attorneys eligible to receive appointments via email, and by posting on the website of the Office of County Court Management.
- 24.11.4. FAIR DEFENSE ACT MANAGEMENT SYSTEM (FDAMS). This software application was created by the Administrative Office of the District Courts in Harris County. It matches eligible attorneys with the needs of an individual court and creates a list of approved attorneys with the requested qualifications, from which a judge must select one or more, but may not reject the list and repeat the process.
- 24.11.4.1. DAILY ASSIGNMENT. When submitting a request for an attorney, the court shall designate the date of the assignment and any special qualifications *e.g.*, "bilingual" and "a mental health defense specialist" which it may require.
 - 24.11.4.1.1. PROCEDURE. The computer shall provide to the court ten randomly selected names per request. A court may submit two daily assignment requests at the same time, provided the requests contain different qualifications. A court may not submit another request until at least one attorney has been assigned from one or two pending lists and the remaining names from that list have been returned to the attorney pool.
 - 24.11.4.2. TERM ASSIGNMENT. The computer program shall equally divide the pool of attorneys available for limited term assignments among the requesting courts.

The program shall provide the randomly selected names to the requesting court beginning at 9:00 a.m. on Monday of the selection week.

- 24.11.4.2.1. The court shall make at least one term assignment from the provided names promptly, and return the remainder to the pool available for use by other courts.
- 24.11.4.2.2. In the event the selected attorney becomes unavailable, or an additional attorney is required, the court may submit an additional request. The computer shall provide the court with no more than six (6) randomly selected names from the remaining pool of available approved attorneys.
- 24.11.5. DETERMINING ANNUAL CASELOAD LIMITS. There are many factors that play a role in determining caseload limits in any given jurisdiction. The most striking example is the computer, and its effect on case processing as well as attorney time and work product.
 - 24.11.5.1. This Plan uses the power of computers to: (1) match attorneys' and courts' work needs and schedules as well as ensuring that appointments are random and non-discriminatory; (2) expedite the payment of appointed counsel; and (3) schedule multiple cases on the same day, thus allowing the attorney to handle multiple cases each day rather than just one or two cases.
 - 24.11.5.2. Likewise, computing power enables lawyers to: (1) do on-line research; (2) access organizational brief banks; (3) produce template motions; (4) obtain continuing legal education without losing traditional workdays; and (5) track their time easily.
- 24.11.6. ANNUAL CASELOAD LIMITS. Caseload limits are:
 - 24.11.6.1. Class B or A misdemeanors pending in Harris County, Texas: Up to 600 cases, of which:
 - 24.11.6.1.1. Up to 350 can involve mentally ill or incompetent defendants; and
 - 24.11.6.1.2. Up to 125 can involve defendants in the following specialty areas:
 - 24.11.6.1.2.1. Appeals;
 - 24.11.6.1.2.2. Habeas corpus applications;
 - 24.11.6.1.2.3. Defendants in the S.O.B.E.R. Court program;
 - 24.11.6.1.2.4. Defendants in the Veteran's Court program; or
 - 24.11.6.1.2.5. Defendants in the Second Chance Court program.
 - 24.11.6.1.3. In situations when an attorney is appointed to a defendant who is not present, the appointment will not count towards the annual caseload limit if the attorney withdraws from the case within 10 days.
 - 24.11.6.2. Class C misdemeanors pending in Harris County, Texas: Up to 600 cases, of which:
 - 24.11.6.2.1. Up to 350 can involve mentally ill or incompetent defendants; and
 - 24.11.6.2.2. Up to 125 can involve defendants in the following specialty areas:
 - 24.11.6.2.2.1. Appeals;
 - 24.11.6.2.2.2. Habeas corpus applications;
 - 24.11.6.2.2.3. Defendants in the S.O.B.E.R. Court program;
 - 24.11.6.2.2.4. Defendants in the Veteran's Court program; or
 - 24.11.6.2.2.5. Defendants in the Second Chance Court program.
 - 24.11.6.2.3. In situations when an attorney is appointed to a defendant who is not present, the appointment will not count towards the annual caseload limit if the attorney withdraws from the case within 10 days.
- 24.11.7. DAILY CASELOAD LIMITS. An attorney shall not receive more than seven new clients per day, if at least two of those clients are not present in court on the day of the appointment.

24.12. FEE AND EXPENSE PAYMENT PROCESS.

- 24.12.1. FEE SCHEDULE. Appointed counsel shall be compensated for all time reasonably necessary to adequately represent the defendant according to the following fee

schedule, and as set forth in his or her contract for indigent defense services with Harris County, Texas.¹⁰

24.12.2. DAILY FLAT FEE RATE. To receive the daily rate, an attorney shall:

- 24.12.2.1. appear for docket call at the time and place designated by the judge of the assigned court;
- 24.12.2.2. accept appointments in that court or any other county court to which the attorney may be assigned on that day;
- 24.12.2.3. remain available to the judges of the County Criminal Courts at Law until the courts' morning docket call is concluded, or the attorney is released by the judge of the court to which the lawyer is assigned; and
- 24.12.2.4. provide professional services, including the resetting of cases, first to appointed cases in the County Criminal Courts at Law.

24.12.3. HOURLY RATE.

- 24.12.3.1. Out-of-Court — \$25/hr. to \$50/hr.
- 24.12.3.2. Out of Court (Mental Health Caseload) — \$50/hr.
- 24.12.3.3. Hearings with Sworn Oral Testimony — \$50/hr. to \$90/hr.
- 24.12.3.4. Trial (includes competency or sanity) — \$60/hr. to \$90/hr.
- 24.12.3.5. Mental Health Defense Specialist — \$90/hr.
- 24.12.3.6. Specialty Court — \$125/hr.
- 24.12.3.7. Hourly rates shall be paid for performing the appropriate statutory services defined in TEX. CODE CRIM. PROC. ANN. art. 26.05(a), based on the time and labor required, the complexity of the case, and the experience and ability of the appointed counsel.

24.12.4. FLAT FEE SCHEDULE.

- 24.12.4.1. Term & Daily Assignments — \$250 per docket
- 24.12.4.2. Term and Daily Assignment Foreign Language Certified — \$300 per docket
- 24.12.4.3. Individual non-issue claims: \$50 per case per day, and may not exceed \$100.00 per day total, for all County Criminal Courts at Law combined.
- 24.12.4.4. Non-Issue or Plea (concurrent with weekly or daily assignment) — No fee
- 24.12.4.5. Appeal & Extraordinary Writs — \$750.00
- 24.12.4.6. Petition For Discretionary Review — \$350.00
- 24.12.4.7. Oral Argument Before Court of Criminal Appeals — \$250.00

24.12.5. EXPENSES.

24.12.5.1. Reasonable and Necessary Expenses

- 24.12.5.1.1. The County will reimburse appointed attorneys for reasonable and necessary expenses including investigation and mental health and expert witnesses incurred on behalf of an indigent client with and without prior

¹⁰ See TEX. ADMIN. C. TITLE 1, PART 8, SUBCHAPTER B §§174.10 et seq.

approval as provided by TEX. CODE CRIM. PROC. ANN. arts. 26.05(d) and 26.052(f), (g), and (h).

- 24.12.5.2. Out-of-county travel expenses will be reimbursed with prior approval, using county rates and policies.
- 24.12.5.3. Counsel shall submit the original invoice or receipt, along with any request for reimbursement.
- 24.12.6. INVESTIGATORS — \$40 per hour standard rate.
- 24.12.7. CONCURRENT PAYMENTS.
 - 24.12.7.1. An attorney engaged in a weekly or daily assignment shall not be compensated for a non-issue or plea appearance that occurs on the same day the attorney is assigned to a court pursuant to a quarterly assignment.
 - 24.12.7.2. An attorney is entitled to payment for out-of-court-hours, a motion hearing at which testimony is taken, trial, or professional services performed in a Specialty Court Program on the same day the attorney is paid for a daily or weekly term assignment.
- 24.12.8. ADDITIONAL COMPENSATION.
 - 24.12.8.1. An attorney appointed to represent an indigent defendant shall not accept additional compensation for professional services performed on behalf of the defendant, as a result of the appointment, in any form from any source other than Harris County, Texas.
- 24.12.9. JUDICIAL DETERMINATION OF ATTORNEY COMPENSATION.
 - 24.12.9.1. The following procedures apply to the review and approval of attorney's fees:
 - 24.12.9.1.1. Appointed counsel shall request payment on a form approved by the judges of the County Criminal Courts at Law and the County Auditor. Counsel shall submit the request for payment to the presiding judge in the court. The payment request shall list all services performed by the attorney on behalf of the defendant.
 - 24.12.9.1.2. The judge shall either approve the amount requested or enter written findings stating the amount the judge approves and each reason for approving an amount differing from the requested amount.
 - 24.12.9.1.3. An attorney whose request for payment is disapproved or not acted upon within 60 days may appeal the disapproval by filing a motion with the Presiding Judge of the Second Administrative Judicial Region.¹¹
 - 24.12.9.1.4. Upon receipt, the auditor shall forward the order to the Office of County Court Management for review by the Presiding Judge or Court Manager.
- 24.12.10. ACCOUNTING OF ATTORNEY HOURS. To be entitled to payment, appointed counsel shall provide the following information:
 - 24.12.10.1. HOURLY RATE.
 - 24.12.10.1.1. STANDARD. Time must be itemized in tenths of one-hour (60 minute) increments on a form approved under the Plan.

¹¹ See TEX. CODE CRIM. P. ANN. art. 26.05(c).

- 24.12.10.1.2. ITEMIZATION. Counsel must prepare and maintain time records for each appointed client showing the date of service, nature of service rendered, and hours worked.
- 24.12.10.2. FLAT FEE RATE. The date and type of service performed.
- 24.12.11. SUBMISSION OF FEE VOUCHER.
- 24.12.11.1. An attorney, expert, or private investigator shall submit a fee claim on a form approved by the Judges of the County Criminal Courts at Law, and the Harris County Auditor.
- 24.12.11.2. An attorney assigned to a court for a term shall submit one fee voucher per week listing each case number to which he was appointed on each day of the week at the conclusion of the docket on the business day of that week.
- 24.12.11.3. An attorney assigned to work more than one day but less than five (5) days shall submit a fee voucher listing each case number to which he was appointed on each day of the week that he was assigned at the conclusion of the docket on the last business day of that week.
- 24.12.11.4. Fee vouchers for individual cases shall be submitted upon disposition of the case, e.g. dismissal, plea, or trial.
- 24.12.11.5. To receive compensation, an attorney must submit a fee voucher to the appointing judge not later than the 30th day after the date the case is disposed.
- 24.12.11.6. The instructions on the Weekly/Daily Assignments, and Individual Non-Term Appointment Fee Claims are incorporated herein as a part of this Alternative Plan.
- 24.12.11.7. An attorney is responsible for correctly completing and timely filing a fee voucher meeting the requirements of law, the Harris County Auditor, and this Plan.
- 24.12.11.8. The presiding judge of a court may withdraw an order directing the Harris County Auditor to pay a previously approved claim for attorney fees, reimbursement, expert witness fees, or other litigation-related expenses, if the claimant fails to correct a claim returned by the county auditor.
- 24.12.12. PAYMENT BY COUNTY AUDITOR. The Harris County Auditor shall only pay a claim submitted by an attorney whose name appears on the list of approved attorneys assigned to a county criminal court at law during a term or date assigned by FDAMS. The Office of County Court Management shall provide the County Auditor's Office with a current list of attorneys certified to accept appointments. The Auditor shall send a claim submitted by an attorney who is not on the list of certified attorneys to the Court Manager.
- 24.12.12.1. REASONABLE AND NECESSARY EXPENSES. The County will reimburse appointed attorneys for reasonable and necessary expenses, including investigation and mental health and expert witnesses, incurred on behalf of an indigent client as provided under TEX. CODE CRIM. PROC. ANN. arts. 26.05(d) and 26.052(f), (g), and (h).
- 24.12.12.2. ORIGINAL INVOICE OR RECEIPT. Counsel shall submit the original invoice or receipt along with any request for reimbursement.

24.12.12.3. SYSTEM PERSON NUMBER (SPN). To ensure accuracy in the tracking and reporting of fees paid to attorneys and others under this Plan, the Auditor shall amend the current attorney fee voucher to include a space for the Justice Information Management System Person Number of the individual seeking payment of county funds.

24.13. CONTRACT DEFENDER PROGRAM.

24.13.1. In all term assignments the appointing authority shall follow the Texas Indigent Defense Commission Contract Defender Program Rules, as published in The Texas Administrative Code, Title I, Part 8, Chapter 174 sub chapter B, Part II, as set out below:

II. APPLICATION OF STANDARDS AND CONTRACTING PROCEDURES

§174.11. Application of Subchapter. This Subchapter applies to all contract defender programs. This Subchapter does not apply to public defender programs established and governed by Chapter 26, Code of Criminal Procedure.

§174.12. Application Process. The appointing authority shall solicit and select contractors in accordance with the procedure governing alternative appointment programs contained in Article 26.04, Code of Criminal Procedure.

- (a) Notification. The notification of the opportunity to apply (NOA) to be a contractor shall be distributed in a manner that reasonably covers all practicing members of the bar within the county or other region designated by the appointing authority. The notification shall inform attorneys of all requirements for submitting applications.
- (b) Opportunity to Respond. All potential contractors shall have the same opportunity to respond to the NOA and be considered for the award of a contract.
- (c) Application. All applications must be submitted in writing and shall be maintained by the appointing authority or contracting authority in accordance with the Texas State Library and Archives Commission Retention Schedule for Local Records- Local Schedule GR.

§174.13. Application Review Process. Following the review of all applications the appointing authority shall by a majority vote select contractor(s), specify the types of cases each contractor is qualified to handle, and authorize the contracting authority to enter into a contract. The attorneys associated with the selected contractor(s) must meet the attorney qualification requirements contained in the indigent defense procedures adopted pursuant to Article 26.04, Code of Criminal Procedure. If the contract does not exclude capital cases in which the death penalty is sought, the attorneys associated with the selected contractor(s) must also meet the attorney qualifications set by the regional selection committee and be approved by the regional selection committee to represent clients in capital cases. The appointing authority shall consider at least the following factors when evaluating applications:

- (a) Experience and qualifications of the applicant;

- (b) Applicant's past performance in representing defendants in criminal cases;
- (c) Applicant's disciplinary history with the state bar;
- (d) Applicant's ability to comply with the terms of the contract; and
- (e) Cost of the services under the contract.

§174.14. Awarding the Contract. In accordance with Article 26.04(h), Code of Criminal Procedure, the contracting authority may approve the recommended contractor(s) and enter into a contract for services. The contracting authority shall enter into a contract only if it complies with these standards and all applicable law governing professional services contracts entered into by counties. A contract shall not be awarded solely on the basis of cost.

RULE 25. DISASTER PLAN ¹²

25.1. It is the intention of the Judges of these courts to establish a coordinated response for the transaction of essential judicial functions in the event of a disaster.

25.2. DEFINITIONS

25.2.1. As used herein, the following terms and phrases shall have the following meanings:

- 25.2.1.1. Criminal Law Hearing Officer means a judicial officer created by Chapter 54, Subchapter L of the Texas Government Code (§§ 54.851 et seq.)
- 25.2.1.2. Defendant means a person detained, arrested, or otherwise in the custody of a law enforcement agency for a misdemeanor offense.
- 25.2.1.3. Judge or judges means a Judge of a Harris County Criminal Court at Law.
- 25.2.1.4. Disaster means the occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property resulting from any natural or man-made cause, including fire, flood, earthquake, wind, storm, wave action, oil spill or other water contamination, volcanic activity, epidemic, air contamination, blight, drought, infestation, explosion, riot, hostile military or paramilitary action, other public calamity requiring emergency action, or energy emergency" as provided by Section 418.004, Texas Government Code.
- 25.2.1.5. Quorum vote means two-thirds of the judges of these courts.
- 25.2.1.6. Presiding Judge means the presiding judge of these courts.

25.3. MODIFICATION OR SUSPENSION OF THESE RULES DURING A DISASTER

25.3.1. Judicial Action

- 25.3.1.1. The Judges by quorum vote may modify or suspend one or more of these rules during the pendency of the disaster declared by the governor.
- 25.3.1.2. An order under this provision shall:
 - 25.3.1.2.1. extend for not more than 30 days from the date the order is signed unless renewed; and.
 - 25.3.1.2.2. be consistent with other law.

¹² See TEX. GOV'T CODE ANN. § 74.093(c)(2).

25.3.2. Lack of a Majority

- 25.3.2.1. If a disaster prevents the judges from immediately acting as provided above, the Presiding Judge may act on their behalf.
- 25.3.2.2. If a disaster prevents the presiding judge from acting under this rule, the co-presiding judge may act on their behalf.
- 25.3.2.3. If a disaster prevents the co-presiding judge from acting under this rule, the chairperson of the administration committee may act on their behalf.

RULE 26. SLIDING-SCALE FEE SCHEDULE FOR GLOBAL POSITIONING SYSTEM¹³

- 26.1. It is the intention of the Judges of these courts to establish a coordinated response for the transaction of essential judicial functions in the event of a disaster.
- 26.2. If, upon consent of the victim to wearing a global positioning monitoring system receptor device, a judicial officer determines that the likelihood of the defendant's participation in a global positioning monitoring system program described by TEX. CODE CRIM. PROC. ANN. art. 17.49 (Vernon 2009) will deter the defendant from seeking to kill, physically injure, stalk, or otherwise threaten the alleged victim, the judicial officer shall determine if the defendant is financially able to pay the costs of the receptor device, and the global positioning monitoring systems transmitter or similar device. If the judicial officer determines that the defendant is indigent, the judicial officer shall require the defendant to pay costs of the electronic receptor device and transmitter according to the following sliding scale:

Net Annual Income (from Sliding Scale Worksheet)	Percent of Total Fee per Service
\$0-\$12,000	38%
\$12,000-\$18,000	45%
\$18,001-\$24,000	50%
\$24,001-\$33,000	55%
\$33,001-\$42,000	60%
\$42,001-\$55,000	65%
\$55,001-\$70,000	80%
\$70,001 and above	100%

¹³ See TEX. CODE CRIM. PROC. ANN. art. 17.49.

APPENDIX A: APPROVED INTENSIVE TRAINING PROGRAMS

The following programs are currently approved as “intensive training programs” as used in Rule 24.5.1.2.2:

- TexasBarCLE Advanced Criminal Law course
- Gideon’s Promise 14-day training session
- Gerry Spence Trial Lawyer’s College
- Criminal Defense Trial Skills & Trial Law Program at The Center for American and International Law
- TCDLA Texas Criminal Trial College