

THE STATE OF TEXAS §
 §
COUNTY OF LUBBOCK §

**ANNUAL CERTIFICATION OF KNOWLEDGE OF LOCAL RULES
FOR THE TIMELY AND FAIR APPOINTMENT
OF COUNSEL FOR INDIGENT DEFENDANTS
(DUE JULY 1ST OF EACH YEAR)**

I, _____, certify under oath that I have received, read, and understand the *Local Administrative Rules, Fair Defense Act Amendments 5.20, 5.50 through 5.60 of Lubbock County, Local Procedural Rules of Criminal Cases* and the *Local Juvenile Rules*, and I will comply with said Rules.

I certify under oath that I shall maintain an office with a telephone which is answered during normal business hours by a receptionist, an answering service, a voice recording device or other messaging system that is able to promptly locate me and notify me of any appointment and hearing. I will maintain a fax number to which faxes may be received 24 hours a day, seven days a week. My contact numbers are as follows, and I have designated my **primary method of contact if it is not my office number and fax number**:

Bar Number	_____
Office Manager/Receptionist	_____
Office Telephone	_____
Office Address	_____
Fax Number	_____
Cellular Telephone Number	_____
E-Mail Address	_____
Pager Number	_____
Home Telephone Number	_____

I will give written notice of any change in these notification numbers to the Appointment Designee as soon as practicable; but, in any event, no later than ten (10) days prior to the change.

I acknowledge that I shall contact any accused person I am appointed to represent by the end of the first working day after the date on which I am appointed.

I acknowledge that I shall interview said accused person as soon as practicable after I am appointed.

I certify that I have completed the required CLE for this annual review or application as follows (attach additional sheet if necessary):

Course: _____	Hours: _____
Course: _____	Hours: _____
Course: _____	Hours: _____

If I am seeking to raise the levels of my appointment, I have attached the *Application to be Placed on Public Appointment List of Lubbock County*.

I certify under oath that I will zealously represent my client but always within the bounds of the law and legal ethics of Texas.

I understand that my statement for services and expenses must be submitted as follows:

1. On the date a case is disposed of by a plea or bench trial; or
2. Within seven (7) days of the date of judgment in a jury trial if no appeal is anticipated; or
3. Within seven (7) days of the date a mandate is returned on appeal.

Upon submission of the this form and typing my name below, I hereby certify that the above information is true and correct on this the _____ day of _____, 20____.

Signature