

304TH DISTRICT COURT'S JD, CPS, AND MEDIATOR APPOINTMENT LISTS

To be placed on or to remain on the 304th District Court's Mediator, JD and/or CPS lists, an attorney must be an attorney in good standing with the State Bar of Texas and maintain a minimum 15 hours of accredited CLE during each MCLE compliance year. Of the minimum 15 hours, **at least 6** of the hours must be earned in the child welfare subject matter OR in the juvenile delinquency subject matter. If your request is to be on both lists, you must show compliance in both areas.

Mediators will need to indicate the date of your successful completion of the basic mediator course as well as the as well as the family and child welfare mediation courses.

Please submit a **1 page letter** to the Court with your current mailing address, office, fax, and mobile phone numbers, along with your email address to the Court via the Coordinator with the above proof attached. Please also indicate which types of cases you would like to be appointed. If you are requesting JD appointments, please advise what types of criminal grade cases you would like to take and your experience in those particular types of cases. If you have been given a number ranking in the past, please also include that number ranking.

If you are fluent in another language, please advise the Court of this in your **1 page letter**.

PLEASE NOTE THAT THE 304TH DISTRICT COURT ONLY COMMUNICATES ELECTRONICALLY. TO BE ON THE LISTS, YOU MUST HAVE AN EMAIL ADDRESS.

To ensure all applications are received, **PLEASE HAND DELIVER OR MAIL THEM TO THE COURT** . Please mail to the attention of Temecca Williamson, Court Administrator, 304th District Court, 2600 Lone Star Drive, 3rd Floor, 75212. There is a basket in Temecca's office for you to place your completed applications. **APPLICATIONS WILL ONLY BE ACCEPTED VIA MAIL OR HAND DELIVERY TO THE COURT. EMAILED OR FAXED APPLICATIONS WILL NOT BE ACCEPTED.**

APPLICATION ACCEPTED EVERY YEAR FROM OCTOBER 1 UNTIL DECEMBER 1.

PLEASE SHARE THIS INFORMATION WITH OTHER ATTORNEYS.

JUDGE ANDREA MARTIN