

# **TRAVIS COUNTY - CIVIL DISTRICT COURTS PRO BONO APPLICATION**

## **Attorney Ad Litem Pro Bono**

\* Return this form to: District Judges' Office, 1000 Guadalupe Street, Room 327, Heman Marion Sweatt Courthouse  
or email to: [Appointments.Fees@traviscountytx.gov](mailto:Appointments.Fees@traviscountytx.gov)

Last Name: \_\_\_\_\_ First name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Firm Name: \_\_\_\_\_ Email address: \_\_\_\_\_

State Bar Number: \_\_\_\_\_ I have been licensed to practice law in the State of Texas since \_\_\_\_\_

**Special Skills:** Please indicate any special skills or expertise.

*Languages (either you or someone in your office)*

*Other Areas of Expertise*

### *Notice of Order of Appointment*

**I agree to be placed on the Attorney Ad Litem Pro Bono wheel in which I will seek no compensation for my work. I will only receive pro bono hours for the work I will perform on my appointed case.**

**I have the ability to receive email, and I monitor all emails I receive at least every 24 hours. I agree to accept notice by email from the District Judges' Office of my appointment to a case. If for some reason I do not wish to undertake the representation to which I have been appointed, I will respond by email within 7 days of the date of the appointment order requesting that another individual be appointed in my place. The District Judges' Office will provide me with the name of a substituting person, however, I must draft the order of substitution and assure that it is signed and filed.**

**When, due to vacation, illness, or workload, I do not wish to be appointed for some period of time, I may request, in writing to the District Judges' Office, not to be appointed temporarily.**

**Notwithstanding the foregoing, I understand that upon receiving notice of an order appointing me, I am the attorney ad litem unless and until an order permitting my withdrawal is signed and filed.**

### **Good Standing**

By my signature below I certify that I am in good standing with the Texas State Bar.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_