

## CAPDS 2024 New Application Worksheet

Given the nature of our work, the obligations to our clients to ensure only the finest attorneys are placed on our panels, and the seriousness in which the review committee takes their responsibility the information required to complete the CAPDS application is extensive.

This worksheet will prepare you to complete the online application.

The areas of information you will need cover:

- General biographical information
  - Including office, home, and professional space information. You should review the requirement for office space and professional space in Minimum Standards for All Panels – Requirement #4 at <http://www.capds.org/standards-for-capds-panel.html>.
- Education Information
  - Undergraduate and Law School Information
  - Copy of your CLE transcripts since January 1, 2023.
- General Experience
  - Years of practice
  - Percentage of your practice that is criminal defense
  - Other practice areas and percent of practice
- Criminal Law Experience
  - Felony Practice
    - At the time of application, how many felonies are pending on your caseload in ALL counties?
    - Approximately** how many felony cases have you ever served as lead counsel?
    - How many felony cases have you served as lead counsel in 2023?
    - How many felony cases where you served as lead counsel in 2023 were DISMISSED?
    - How many felony cases where you served as lead counsel in 2023 were PLED?
    - How many felony cases where you served as lead counsel in 2023 involved a contested hearing?
    - How many felony jury trials have you tried, through closing, as LEAD COUNSEL?
    - How many felony jury trials have you tried, through closing, as a 2ND CHAIR?
  - Misdemeanor Practice
    - At the time of application, how many misdemeanors are pending on your caseload in ALL counties?
    - Approximately** how many misdemeanor cases have you served as lead counsel?
    - How many misdemeanor cases have you served as lead counsel in 2023?
    - How many misdemeanor cases where you served as lead counsel in 2023 were DISMISSED?

- How many misdemeanor cases where you served as lead counsel in 2023 were PLED?
- How many misdemeanor cases where you served as lead counsel in 2023 involved a contested hearing?
- How many misdemeanor jury trials have you tried, through closing, as LEAD COUNSEL?
- How many misdemeanor jury trials have you tried, through closing, as a 2ND CHAIR?
- Appellate Practice
  - How many appellate briefs have you filed in felony cases?
  - How many appellate oral arguments have you completed in felony cases?
  - How many appellate briefs have you filed in misdemeanor cases?
  - How many appellate oral arguments have you completed in misdemeanor cases?
- A Panel Applicants (must additionally report)
  - How many 1st degree felony jury trials have you completed through closing arguments? (You may approximate if necessary.)
  - How many jury trials have you completed through closing arguments where the Defendant faced an habitual sentence (maximum sentence of 99 years or life)? (You may approximate if necessary.)
- Indigent Defense Summary
  - For those that currently practice indigent defense you will need your TCCP §26.04(j)(4) disclosure (counties of practice, percentage of practice, and number of cases per county)
- Trial Information
  - You will need detailed information for your most serious or most recent jury trials including Defendant, Charge, Court, Cause Number, Date, and Outcome.
  - You should expect to need this information for 3-10 trials depending on your application level. If you have fewer than 10 trials then be prepared to provide as many trials as you can.
    - Trials occurring outside Travis County may require substantiation. Substantiation could be judgment, docket sheet, transcript, or other document that lists you as attorney of record. ***These documents will be submitted separately from the online application. You do not need them to complete the online application.***
  - Those wishing to apply to the A Panel must be prepared to demonstrate having tried AT LEAST TWO (2) 1st degree felonies to a jury through closing arguments as lead counsel. You may include charges in which the maximum punishment was 99 years or life even if the underlying charge was not a first degree felony.
  - Those wishing to apply to the B or C Panels must be prepared to demonstrate (1) at least one felony jury trial as lead counsel and at least one additional felony jury trial as a

lead or second chair; or (2) at least three misdemeanor jury trials as lead counsel and one felony trial as either first or second chair.

- Appellate Information
  - You will need detailed information for your five (5) most recent appeals including Court, Cause Number, Date, and a description of the issues presented and outcome.
    - Those applying to the Appellate A Panel will need copies of 5 briefs. ***These documents will be submitted separately from the online application. You do not need them to complete the online application.***
    - Those applying to the Appellate B Panel will need copies of 2 briefs. ***These documents will be submitted separately from the online application. You do not need them to complete the online application.***
- Mental Health Information (This section only applies to those wishing to be considered for a Mental Health Panel)
  - To be eligible for the Felony Mental Health Panel an attorney must also be approved for the Felony B Panel.
  - You will need to know:
    - How many times have you served as the lead counsel in the defense of a FELONY case involving a mentally ill defendant, where at least one of the following issues was presented: competency, sanity or court ordered mental health?
    - How many times have you served as the lead counsel in the defense of a MISDEMEANOR case involving a mentally ill defendant, where at least one of the following issues was presented: competency, sanity or court ordered mental health?
  - You will need detailed information for your five (5) most serious or recent mentally ill cases including Charge, Court, Cause Number, Date, and Disposition, and Mental Health Issue Presented.
  - You will need the name and contact information for two judges who have observed your representation of mentally ill clients.
- Judicial Observation
  - You will need the name and contact information for two judges who have observed the applicant represent criminal defendants or observed the applicant try jury or non-jury trials.
- A photo of yourself. (***This will be submitted separately from the online application. You do not need it to complete the online application.***)