

**VERIFIED APPLICATION**  
**ATTORNEY AD LITEM APPOINTMENTS IN CIVIL AND PROBATE CASES**

Pursuant to Texas Government Code sec. 37.001, the courts of Montgomery County, maintain a list of attorneys qualified to receive appointments by all the courts, in all types of cases. If you want to be considered for these appointments, you must complete this form and deliver it to the Montgomery County Office of Court Administration which is in charge of managing the Ad Litem appointment lists.

This application is effective for the 2021 and 2022 calendar years until the new application is posted to the Montgomery County Office of Court Administration website. This application may be submitted at any time, with the understanding that applications will be continuously reviewed but will be effective no later than 12/31/22.

1. Name: \_\_\_\_\_

2. Address: \_\_\_\_\_

3. Phone #: \_\_\_\_\_ FAX # \_\_\_\_\_ CELL # \_\_\_\_\_

4. Email address: \_\_\_\_\_

5. Texas State Bar Number: \_\_\_\_\_

6. Year Licensed by the State Bar of Texas: \_\_\_\_\_

7. Has your bar license been suspended or revoked in the past year? YES \_\_\_\_\_ NO \_\_\_\_\_  
Have you been on probation in the past year? YES \_\_\_\_\_ NO \_\_\_\_\_

If so, please explain: \_\_\_\_\_

\_\_\_\_\_

8. Describe the experience and background that qualifies you to be an attorney ad litem in the areas requested: \_\_\_\_\_

\_\_\_\_\_

9. Describe by date, title and number of hours, any CLE programs regarding service as an Attorney ad litem, whether or not required by statute:

\_\_\_\_\_

\_\_\_\_\_

10. Attach a copy of your State Bar of Texas MCLE Compliance Information (SEE SAMPLE ATTACHED HERETO) (this can be obtained at [www.texasbar.com](http://www.texasbar.com)).

11. If you are requesting ad litem appointments in guardianship cases, attach your Texas State Bar MCLE Certificate (see Estates Code sec. 1054.201 & SAMPLE ATTACHED HERETO to be returned with ad litem application).

12. I request appointment in the following types of cases and I certify that I am qualified to be appointed in the following areas:

- General Civil Matters
- Mental Health Commitment (Must be available with 24-hr. notice)
- Tax
- Juvenile

Probate: By checking either Administration or Guardianship below, I certify I have at least one year probate experience as an attorney.

- Administration
- Guardianship (Must have ad litem certification and 3 court visitor appointments)

13. I am fluent in the following foreign languages: \_\_\_\_\_

14. If you have an office or reside in Montgomery County then state address of either:

\_\_\_\_\_

"My name is \_\_\_\_\_, my date of birth is \_\_\_\_\_,  
(First) (Middle) (Last)

and my address is \_\_\_\_\_,  
(Street) (City) (State) (Zip Code)

\_\_\_\_\_. I declare under penalty of perjury that the foregoing is true and correct.  
(Country)

Executed in \_\_\_\_\_ County, State of \_\_\_\_\_, on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.  
(Month) (Year)

\_\_\_\_\_  
(Declarant)

Sample

MCLE

MCLE Member Home Page  
Welcome

ATTENTION: This is the official MCLE online reporting site for your use in reporting MCLE compliance requirements. The information contained in this report is a reflection of the current MCLE record and is subject to change.

According to MCLE Rules, it is the attorney's responsibility to assure that all information contained on the MCLE record is accurate and complete. You may use this site to update your MCLE record with additional course and self-study credit completed, change or modify the existing CLE credit hours received, change the MCLE reporting status, or delete incorrect MCLE credit information.

<b>QUESTIONS:</b>	
<b>MCLE</b>	<b>CONTACT</b>
Compliance Record	MCLE Department
CLE Course Credits	800-204-2222, ext. 1806
Summary of CLE Hours	
MCLE Status	
<b>MEMBERSHIP</b>	
Membership Status	Membership Department
Address/Contact Information	800-204-2222, ext. 1993

2017 MCLE Compliance Information (Current Year)  
 Membership Status: ACTIVE  
 Name: [REDACTED]  
 MCLE Reporting Status: REGULAR  
 Compliance Dates: 7/1/2014 thru 6/30/2017  
 MCLE Compliance Status: IN COMPLIANCE

ATTENTION: All requirements for the 2017 MCLE compliance year have been met.

Contact Information  
 Office (\*Preferred) Home  
 Address1: Address2:  
 City, State, Zip: City, State, Zip:

2017 CLE Activities	Del./Edit Date	Course Id	Title	Credit Hours	Ethics Hours
<input checked="" type="checkbox"/>	5/5/2015	901297035	Intermediate Estate Planning and Probate 2014	6.50	1.25
<input checked="" type="checkbox"/>	2/25/2015	901292239	Guardianship Law 2014 (for Attorney Ad Litem Certification)	3.75	0.50
<input checked="" type="checkbox"/>	1/15/2015	901308795	Probate Court Practice Tips with Judge Claudia Laird	1.00	0.00
<input checked="" type="checkbox"/>	12/12/2014	901277664	Justice James A. Baker Guide to the Basics Course - LIVE	4.00	4.00
<b>TOTAL CLE HOURS REPORTED DURING THE 2017 COMPLIANCE YEAR</b>				<b>15.25</b>	<b>5.75</b>

2017 CLE Summary Information	Accred CLE	Accred Ethics	Self-Study Hours	Self-Study Ethics	Total Hours	Total Ethics
1. Carried Forward From 2016	0.00	0.00	0.00	0.00	0.00	0.00
2. Hours Earned During 2017	15.25	5.75	0.00	0.00	15.25	5.75
3. Hours Applied Toward 2017	15.00	3.00	0.00	0.00	15.00	3.00
4. Hours Needed For 2017	0.00	0.00	0.00	0.00	0.00	0.00
Needed for the current year: 0 total hours including 0 hours of legal ethics. Out of the total hours needed, 0 hours may be completed through self-study including 0 hours of legal ethics.						
5. Carry Forward To 2018	0.25	0.25	0.00	0.00	0.25	0.25
6. Hours Needed in 2018	11.75	1.75	3.00	1.00	14.75	2.75

2017 Compliance Notes  
YOUR MCLE RECORD SHOWS YOU HAVE COMPLETED ALL OF THE REQUIRED CLE FOR THIS MCLE COMPLIANCE YEAR. UNLESS THE INFORMATION ON THIS REPORT IS INCORRECT, NO FURTHER ACTION ON YOUR PART IS REQUIRED. FOR QUESTIONS REGARDING YOUR RECORD, CONTACT MCLE AT 1-800-204-2222, EXT. 1806.

The information contained on this page is intended only for use of the individual or entity named above. If the reader of this message is not the intended recipient, or the employee or agent responsible to deliver it to the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please immediately notify us by telephone (800) 204-2222, ext. 1806, and destroy the original message.

If you have any additional questions concerning the MCLE program in Texas, please contact us at:

State Bar of Texas  
 MCLE Department  
 P.O. Box 13007  
 Austin, Texas 78711-3007  
 800-204-2222, ext. 1806  
 FAX: (512) 427-4423

You must have this Letter From MCLE, showing you are IN COMPLIANCE AND ACTIVE

Sample

Sample



# STATE BAR OF TEXAS

## Minimum Continuing Legal Education



P.O. Box 13007 / Austin, Texas 78711-3007 / 1414 Colorado, Suite 503 / Austin, Texas 78701  
800-204-2222 ext. 1806 / 512-427-1806 / Fax: 512-427-4423  
e-mail: mcle@texasbar.com

May 1,

Bar Card No.

This is to acknowledge that you have completed the training requirement of Section 646(b), Subpart E, Part 2, Chapter XIII, Texas Probate Code, and you are hereby certified, with respect to this requirement, as eligible to be appointed an attorney ad litem in Texas courts. This letter shall serve as your certificate for purposes of this requirement, and the date of this letter shall be considered the date that the certificate was issued.

We have determined that the training you have completed meets the statutory training requirements set forth in Section 81.114, Section 3, Subchapter H, Chapter 81, Texas Government Code, and we have deemed this training to have been sponsored by the State Bar of Texas for the purpose of this certification.

Pursuant to the Probate Code, this certificate expires on the fourth anniversary of the date this certificate was issued. Prior to said expiration date, you will need to request re-certification from the State Bar if you wish to continue your eligibility for appointments as an attorney ad litem.

Sincerely,

Nancy R. Smith  
Director, Minimum Continuing Legal Education

Contact



Probate & Guardianship  
Judge Laird  
County Court #2