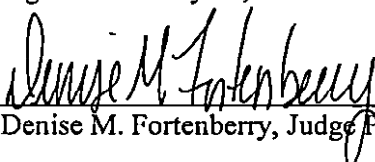


**STANDING ORDER FOR THE APPOINTMENT
AND QUALIFICATION OF ATTORNEYS
Civil and Family Ad Litem Appointments, 130th Judicial District Court**

The following provides the qualifications and procedures for amicus or ad litem appointments to family and civil appointment lists for the 130th Judicial District Court of Texas.

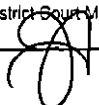
1. **Family Appointments (non-CPS).** Attorneys seeking appointment for amicus or ad litem appointments in family cases must meet the following qualification: (a) be an attorney licensed in good standing to practice law in the State of Texas; and (b) must have at least three (3) years experience in the practice of family law.
2. **Civil and Family Appointments, unknown or unserved parties.** Attorneys seeking appointment for amicus or ad litem appointments in family cases must meet the following qualification: (a) be an attorney licensed in good standing to practice law in the State of Texas; and (b) must have at least one (1) year experience in the practice of law.
3. **Civil Ad Litem, Minor.** Attorneys seeking appointment for attorney or guardian ad litem appointments for minors in civil cases must meet the following qualification: (a) be an attorney licensed in good standing to practice law in the State of Texas; and (b) must be licensed for the following time, depending on the discovery level plead at the time the appointment is made:
 - (a) Level 1 or Level 2 - three years experience
 - (b) Level 3 - ten years experience
4. **Procedure for Appointment.** To request to be placed on any list, an attorney shall send a letter for that purpose to 130th District Court Coordinator, 1700 7th Street Room 317, Bay City TX 77414. The letter should include "Request for Appointment" in the subject line. The letter must include the attorney's name, bar number, physical mailing address, office phone number, cell phone number and email address. The attorney must state which categories the attorney seeks approval. The attorney must affirm with specificity and under penalty of perjury that they meet the requirements set forth in each category requested. The attorney must also state they are licensed members in good standing of the State Bar of Texas. The attorney must affirmatively state all affirmations in the letter are true and correct and they must in fact be so.
5. **Declining the Appointment or Withdrawing.** Any request to decline an appointment or to withdraw from representation will be handled by the court via motion to withdraw. T.R.C.P. 10.
6. **Removal from the List.** The following are grounds for removal from any approved list: (a) failure to maintain license in good standing with the State Bar of Texas, (b) repeated withdrawal from appointments made or (c) ineffective assistance. The attorney must notify the court that an affirmation made in the letter requesting is not true upon learning an affirmation is in fact no longer true (e.g., the attorney is not longer in good standing). An attorney may request removal from any list by letter to the court coordinator at the address in paragraph 4.

Signed: February 22, 2021


Denise M. Fortenberry, Judge Presiding

FILED
at 12:55 o'clock P. M.

FEB 22 2021

JANICE L. HAWTHORNE
Clerk of District Court Matagorda Co., Texas
By  DEPUTY

1700 Seventh Street, Rm. 317
Bay City, Texas 77414-5034



Phone: (979) 244-7635
Fax: (979) 245-6478
Email: 130thdistrictcourt@co.matagorda.tx.us

DENISE M. FORTENBERRY
130th Judicial District Judge

Becky Corenfield
Court Coordinator

Kaye Rollins
Court Reporter

APPOINTMENT REQUEST FORM

Name: _____ Firm: _____

Address: _____

Business Phone: _____ Cell Phone: _____

Fax: _____ Email: _____

State Bar No. _____ Year Licensed: _____

Board Certifications (if any): _____

I hereby request that I be considered for appointment in the 23rd and the 130th Judicial District Court in the following areas (check all that apply):

_____ Criminal (please complete the *Public Appointment Application*, as well)

_____ Ad Litem (please indicate which areas of law below)

_____ Family law/private ad litem

_____ Child Protective Services ad litem

_____ Civil/personal injury ad litem

_____ Tax ad litem (unknown, etc)

_____ Civil Master

_____ Alternative Dispute Resolution/Mediation (please indicate which areas of law below)

_____ Guardian/Attorney ad litem

_____ Other: _____

Please return this form, along with a copy of any applicable certifications (e.g., ad litem, mediation), to :

Judge Denise M. Fortenberry
130th Judicial District Court
1700 7th Street, Room 317
Bay City, Texas 77414
130thDistrictCourt@co.matagorda.tx.us