

Jefferson County
Jefferson County Sheriff's Office
1001 Pearl Street
Beaumont, TEXAS 77701



Sheriff G. Mitch Woods

Phone: (409) 835-8663 or 8664
Fax: (409) 835-8645

IDENTIFICATION CARD PROCEDURES FOR ATTORNEYS

The Attorney Identification Card allows you limited security bypass privileges at the Jefferson County Courthouse facilities or leased buildings 7:30 A.M. to 5:30 P.M., Monday through Friday, where security screening is in place. The Attorney Identification Card is meant to expedite your clearance through Jefferson County security and enhance our justice system's level of service to the people of Jefferson County, Texas. This is a privilege extended by Sheriff G. Mitch Woods and the Jefferson County Bar Association (JCBA) to attorneys who are members of the Jefferson County Bar as well as visiting attorneys who regularly utilize the Jefferson County Courthouse facilities on a daily basis and whose primary address is not within Jefferson County. **This privilege is not extended to the attorney's employees or case materials not confined to the attorney's briefcase or purse.** Attorneys who cannot produce a card at the point of entry will have to go through the screening process as if they did not have the Attorney Identification Card privilege.

The Attorney Identification Card must be worn on the front of your body between the neckline and waist with your photograph clearly visible, when entering the building. Attorneys will move slowly through the screening area and be acknowledged by the Deputy for clear passage. A cardholder that cannot produce a card at the point of entry will have to go through the screening process as if he/she did not have Attorney Identification Card privilege.

If you lose your card, a \$25 fee will be required to replace it. Please notify the JCSO Courthouse Security Sergeant immediately by phone (409-784-5867) or in person and contact the JCBA regarding obtaining a replacement. Replacement cards may be issued **only once** during the calendar year. Without a replacement card, your security bypass privilege is terminated.

Please note that this card is the property of the Jefferson County Sheriff's Office at all times. It must be surrendered upon request. There may be circumstances at the Courthouse, or other places in the world, which will prompt a heightened security level. Should these types of circumstances occur, your pass privilege, along with others, may be temporarily suspended. Deputies that confiscate an identification card due to exigent circumstances or misuse will complete an administrative report and provide the attorney with a handwritten receipt. An attorney may appeal, in writing, to the Captain of JCSO Courthouse Security within five calendar days of the confiscation.

First Time Applicants

If you are interested in the obtaining the Attorney Identification Card, complete the Attorney Identification Card application on the Jefferson County Website under the Courthouse Security link and bring it to the JCBA office December 5 – December 16, 2011 OR January 3 – January 12, 2012. The JCBA will proceed with a State Bar check and the JCSO will proceed with a limited background check on each applicant. From January 17 – January 27, 2012 you must pick up your Guest Permit for Attorney I.D. card at the JCBA office and pay **\$50 for the initial fee** in the form of cash or check payable to JEFFERSON COUNTY TREASURER. **You must bring the Guest Permit for Attorney ID Card to the Annex building located at the corner of Franklin and Pearl streets on the 2ND floor Human Resources, 8:30 A.M. - noon, 1:30 P.M. - 4:30 P.M., along with your bar card and your TXDL in order to have your Attorney Identification Card issued.** Please do not bring with you case materials not confined to your briefcase or purse.

Renewal Applicants

If you are interested in renewing your Attorney Identification Card, complete the Attorney Identification Card application on the Jefferson County Website under the Courthouse Security link and submit it to the JCBA office with payment (checks made payable to JEFFERSON COUNTY TREASURER) December 5 – December 16, 2011 OR January 3 – January 12, 2012. The Attorney Identification Card is valid for one calendar year at a cost of **\$40 for the renewal**. The JCBA will proceed with a State Bar check and the JCSO will proceed with a limited background check on each applicant. Your current badge will be renewed for 2012 unless contacted by the JCBA prior to January 31, 2012. **No new badge will be issued.**

All Attorney Identification Cards expire at the end of January each year unless renewed.

Jefferson County
Jefferson County Sheriff's Office
1001 Pearl Street
Beaumont, TEXAS 77701



Sheriff G. Mitch Woods
Phone: (409) 835-8663 or 8664
Fax: (409) 835-8645

COURTHOUSE SECURITY Attorney Identification Card Application

Print Full Name: _____
(As it appears on Bar Card)

Office Address: _____

Home Address: _____

Cell Phone: _____ Office Phone: _____

Home Phone: _____ FAX: _____

Date of Birth: _____ Texas Driver License Number: _____

Texas Bar Card Issue Date: _____ Bar Card #: _____

Years experience as a practicing attorney: _____

(If your answer is No to either of the following 2 questions, explain with an attachment.)

Are you in good standing with the State Bar of Texas? Yes No
Are you current on JCBA dues? Yes No

I have read and understand the identification card procedures in the document, *Identification Card Procedures For Attorneys*. _____ **Initialed by Attorney**

I hereby agree to notify the Jefferson County Bar Association, as promptly as reasonably practicable, of any disciplinary action taken against me in the future while I hold a Jefferson County Attorney Identification Card. _____ **Initialed by Attorney**

I hereby agree to a criminal background check performed by the Jefferson County Sheriff's Office. _____ **Initialed by Attorney**

Brief narrative on the **purpose** and **frequency** of your visits to the Jefferson County Courthouse.

I hereby affirm that all the information provided on this application is true and correct to the best of my knowledge.

Signature of Applicant

Date

Attorney Identification Card Costs: **\$50 for initial badge** (due in person at the time Guest Permit for Attorney Card is issued from JCBA); **\$40 for renewal** (due upon application submission.) Payments should be made in the form of cash or check payable to Jefferson County Treasurer.

FOR INTERNAL USE ONLY:

APPROVED

JCBA

Captain or Designee, Courthouse Security