

Information for Attorneys: The Attorney Identification Card

The Attorney Identification Card Procedures and Application was passed by Commissioners Court on October 21st 2008. Attorneys who wish to apply should go to the Courthouse Security link on the left side of Jefferson County Webpage (www.co.jefferson.tx.us) and complete an application for the Attorney ID Card. The application should be returned to the Jefferson County Bar Association (JCBA). Once the application is completed and returned to the JCBA, the Bar office will conduct a State Bar check. The Jefferson County Sheriff Office (JCSO) will then conduct a limited background check through TCIC/NCIC. If the background check is clear, the application and guest permit will be approved by the Courthouse Security Supervisor and returned to the JCBA. See important dates below regarding the actual issuance of the Identification Card. Each year JCSO will open up the schedule for renewal where attorneys complete a renewal application to update information; once the State Bar and limited background check has been cleared, Jefferson County will then issue a new card or renew the current Attorney Identification Card.

The Attorney Identification Card allows attorneys wearing the Attorney Identification Card and having only a purse or briefcase to enter the Jefferson County Courthouse and other leased facilities through a designated door at the front entrance WITHOUT going through the security screening. Attorneys with extensive case materials will be processed through regular security procedures.

The Attorney Identification Card 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.** The Attorney Identification Card is valid for one calendar year at a cost of **\$50 for the initial badge and \$40 for the renewal.** If a card is lost, a **\$25 fee** will be required to replace it. In addition, the submitting Attorney is required to complete a short Attorney Identification Card Application and initial on procedures and rules associated with this privilege.

Attorney Identification Card Process Summarized Including Important Dates

Renewal Applicants (for those who currently have a badge – Current badges expire 1-31-2012 unless renewed.)

1. **December 5 – December 16, 2011 AND January 3 -- January 12, 2012:** Renewal applicants complete and return the Attorney Identification Card Application to the Jefferson County Bar Association Office located on the second floor of the Jefferson County Courthouse along with **\$40 for the renewal** (cash or check payable to JEFFERSON COUNTY TREASURER). **Signed Originals only; no faxes or e-mails.** By January 31, 2012 your current badge will be renewed for another year. **New badges WILL NOT be issued.** Please return application and payment to BAR OFFICE – not Sheriff's Office or Treasurer's Office!

First Time Applicants

1. **December 5 – December 16, 2011 AND January 3 -- January 12, 2012:** Initial applicants complete and return the Attorney Identification Card Application to the Jefferson County Bar Association Office located on the second floor of the Jefferson County Courthouse. **Signed Originals only; no faxes or e-mails & no payments.**
2. The JCBA & Jefferson County Sherriff's Office will run the State Bar & Limited Background checks (outstanding warrants) on all applicants. PLEASE NOTE: If the JCBA & JCSO encounters a problem with the application processing/background check, the attorney will be called directly.
3. **January 17-- January 27, 2012:** Attorneys who have passed the JCBA & JCSO background checks should appear in person to JCBA office and pay **\$50** (cash or check payable to Jefferson County Treasurer) to obtain a Guest Permit For Attorney Card from the JCBA office during normal business hours (Monday – Friday, 8:30 A.M. to 4:30 P.M.). Once attorneys have obtained the Guest Permit For Attorney Card from the JCBA office they should proceed to Jefferson County Human Resources (8:30 A.M. - noon, 1:30 P.M. - 4:30 P.M.) with their guest permit, bar card, and TXDL to have their picture made and Attorney Identification Card processed.

ATTORNEYS WISHING TO OBTAIN THE ATTORNEY IDENTIFICATION BADGE AND HAVE MISSED THE ABOVE DEADLINES, CONTACT THE JEFFERSON COUNTY BAR ASSOCIATION AT (409)835-8647.