

## Information for Attorneys: The Attorney Identification Card

The Attorney Identification Card Procedures and Application was passed by Commissioners Court on October 21<sup>st</sup> 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](http://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 ensure you are a current JCBA member and conduct a State Bar check. The Jefferson County Sheriff Office (JCSO) will then conduct a limited background check through TCIC/NCIC. If all requirements are met and 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 or damaged, 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:**

All attorney badge applications should be mailed or hand delivered to the JCBA office (1085 Pearl, Ste. 202, Beaumont, TX 77701). **DO NOT MAIL OR DELIVER** your application or payment to the JCSO (Sheriff's office) or the JC Treasurer's Office. **All checks should be made payable to Jefferson County Treasurer.**

#### **First Time or Previous Applicants \$50.00** *(anyone who did not hold a current badge in 2017)*

If you are interested in obtaining the Attorney Identification Card, complete the Attorney Identification Card application on the Jefferson County Website ([www.co.jefferson.tx.us](http://www.co.jefferson.tx.us)) under the Courthouse Security link and bring or mail it to the JCBA office (1085 Pearl, Ste. 202, Beaumont, TX 77701) between **December 11 – December 19, 2017 OR January 2 – January 22, 2018.** At this time, DO NOT INCLUDE PAYMENT. Signed originals only; no fax or emails will be accepted. The JCBA will confirm that you are a current JCBA member then proceed with a State Bar check and the JCSO will proceed with a limited background check on each applicant. Please know that if the JCBA or JCSO encounters a problem with your application, you will be contacted directly. From **January 29 – February 9, 2018 you must appear in person** and 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. **NOTICE TO FIRMS** – group firm checks will not be accepted for new applicants. Each new applicant must provide individual payment for each application received. **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 2<sup>ND</sup> 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 \$40.00** *(offered to those who had active/paid cards in 2017)*

Your current badge will expire on January 31, 2018 if you do not renew. If you are interested in renewing your Attorney Identification Card, complete the Attorney Identification Card application on the Jefferson County Website ([www.co.jefferson.tx.us](http://www.co.jefferson.tx.us)) under the Courthouse Security link and submit it to the JCBA office with payment (checks made payable to JEFFERSON COUNTY TREASURER) between **December 11 – December 19, 2017 OR January 2 – January 22, 2018.** The Attorney Identification Card is valid for one calendar year at a cost of **\$40 for the renewal.** The JCBA will confirm that you are a current JCBA member then 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 2017, unless contacted by the JCBA prior to January 31, 2018. **No new badge will be issued.** Should you need a new badge, **please identify such at the top of your Attorney Identification Card application** and the bar office will call you with instructions to obtain a new badge. **NOTICE TO FIRMS** – please do your due diligence BEFORE submitting payments and applications by ensuring you are renewing badges for 2018 (for those who held current badge in 2017) and that JCBA dues are paid. If you send in a group payment and everyone is not current, all payments and applications will be returned to you to correct prior to badge processing. Also, please NOTE that again this year, renewal payments will be processed within a 30-day period instead of being held until the end of the open enrollment processing period.

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