

## JEFFERSON COUNTY

JEFFERSON COUNTY SHERIFF'S OFFICE  
1001 PEARL STREET  
BEAUMONT, TEXAS 77701



## SHERIFF ZENA STEPHENS

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 Zena Stephens 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 or damage your card, a \$25 fee will be required to replace it.** Please notify the JCBA immediately by phone (409)835-8647 or in person 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.

### 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 2019)

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 2 – December 13, 2019 OR January 2 – January 24, 2020**. 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 28 – February 14, 2020 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 2019)

Your current badge will expire on January 31, 2020 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 2 – December 13, 2019 OR January 2 – January 24, 2020**. 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 2020 unless contacted by the JCBA prior to January 31, 2020. **No new badge will be issued.** Should you need a new badge, **please identify such at the top of your Attorney Identification Card application indicating NEW PICTURE NEEDED or REPRINT OF OLD PICTURE desired.** The bar office will contact you on how to obtain such. **NOTICE TO FIRMS** – please do your due diligence BEFORE submitting payments and applications by ensuring you are renewing badges for 2020 (for those who held current badge in 2019) 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.