

Information & Instructions 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 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 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.** 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 2023)

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) under the Courthouse Security link and bring or mail it to the JCBA office (1085 Pearl, Ste. 202, Beaumont, TX 77701) between **December 4 – December 18, 2023 OR January 2 – January 17, 2024.** At this time, DO NOT INCLUDE PAYMENT. **Signed originals only; no faxes 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. If you have not heard anything by January 23, 2024, then **you should call** the JCBA office at (409)835-8647 or email director@jcba.org to schedule a time to appear in person January 24 – January 31, 2024 to remit the \$50 payment (CASH or CHECK PAYABLE TO JEFFERSON COUNTY TREASURER – NO CREDIT CARDS) and have your permit processed. **NOTICE TO FIRMS** – group firm checks **will not** be accepted for new applicants. Each new applicant must provide individual payment for each application received. **PLEASE RECORD THE DATES – no exceptions will be granted.**

Renewal Applicants \$40.00 (offered to those who had active/paid cards in 2023)

Your current badge will expire on January 31, 2024, 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) under the Courthouse Security link and submit it to the JCBA office with payment (checks made payable to JEFFERSON COUNTY TREASURER) between **December 4 – December 18, 2023 OR January 2 – January 17, 2024.** 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 in your possession will be renewed for 2024, unless contacted by the JCBA prior to January 31, 2024. **No new badge will be issued.** Should you need a new badge (lost or doesn't work), **please identify such at the top of your Attorney Identification Card application indicating NEW BADGE NEEDED.** The bar office will contact you when the requested new badge is approved and ready. **NOTICE TO FIRMS** – please do your due diligence BEFORE submitting payments and applications by ensuring you renew badges for 2024 (for those who held current badge in 2023) 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.

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