

BEXAR COUNTY COURTHOUSE
ATTORNEY IDENTIFICATION BADGE
Application

FORM MUST BE COMPLETED IN FULL AND EITHER PRINTED OR TYPED.

1. Full Name as it appears on Texas Bar Card: _____

2. Home Address: _____

3. Firm/Employer: _____

4. Office Address (Physical): _____

5. Office Phone: _____

6. Facsimile: _____

7. Mobile Phone: _____

8. Home Phone: _____

9. Date of Birth: _____

10. Texas Drivers License No.: _____

11. Texas Bar Card No.: _____

12. Date licensed in Texas: _____

13. Are you currently in good standing with the State Bar of Texas: _____ Yes _____ No
(If you answer No, explain with an attachment.)

14. Are you currently a member in good standing of the San Antonio Bar Association or the San Antonio Criminal Defense Lawyers Association: _____ Yes _____ No

15. Please provide a brief narrative on the purpose for and frequency of your visits to the Bexar County Courthouse:

"I have read, understood, and agree to the BEXAR COUNTY COURTHOUSE ATTORNEY IDENTIFICATION BADGE Conditions and Procedures. I agree that the Bexar County Sheriff's Department may conduct a background check on me. I have kept a copy of the Conditions and Procedures as well as this Application for my records. I have attached copies of my driver's license and Texas Bar Card. I agree to inform the San Antonio Bar Association of any changes to the information submitted in this Application. I hereby affirm that all the information provided on this application is true and correct to the best of my knowledge."

Signature of Applicant

Sworn and subscribed to before me by the said applicant on this the _____ day of _____, 20____.

Date Commission Expires:

Licensed Texas Peace Officer or Notary Public

Printed Name

FOR SABA USE ONLY:
APPLICATION FEE PAID BY: CASH _____ or CHECK # _____. DATE: _____. APPROVED BY: _____.

**BEXAR COUNTY COURTHOUSE
ATTORNEY IDENTIFICATION BADGE
Conditions and Procedures**

The Attorney Identification Badge is a privilege extended by the Bexar County Sheriff to attorneys who regularly utilize the Bexar County Courthouse facilities. The Badge may be used at the Bexar County Courthouse, the Cadena-Reeves Justice Center, and all county-owned courthouses or leased buildings where security screening is present. The Bexar County Sheriff has not extended this privilege to any attorney's employees or to any briefcase, purse, or boxes carried by an attorney.

Application Process

Attorneys interested in an Identification Badge may obtain a Bexar County Courthouse Attorney Identification Badge Application in person between 8:00 a.m. – 4:00 p.m., Monday through Friday, excluding legal holidays, at the office of the San Antonio Bar Association, 5th Floor of the Bexar County Courthouse. The Application Fee is due at that time. (See *Fees*, below.)

The Applicant must complete the Application and submit it to the front desk of the Bexar County Jail, 200 N. Comal Street, between the hours of 8:00 a.m. – 4:00 p.m., Monday through Saturday, excluding legal holidays. When the Application is submitted, the Applicant will be fingerprinted by the Bexar County Sheriff's Department.

The Bexar County Sheriff's Department will process the Application. The Department may conduct a background check on Applicant in the following areas and at the following levels: NCIC/TCIC and LOCAL RECORDS.

An Applicant will be considered a security risk for purposes of the Badge if he or she has any State Bar action resulting in suspension of the attorney's license, including probated suspension, or a conviction for any of the following offenses:

- a. carrying a prohibited weapon;
- b. assault or violent offense including, but not limited to, family violence, aggravated assault, or sexual assault; or
- c. any felony.

If the Sheriff's Department approves the Application, the San Antonio Bar Association will contact the Applicant to schedule a photograph for the Identification Badge. The Badge will be produced at the time the photograph is taken.

Fees

The Application Fee for an Attorney Identification Badge is \$40.00 for attorneys who are members in good standing of the San Antonio Bar Association or the San Antonio Criminal Defense Lawyers Association. For all other attorneys, the fee is \$50.00. The fee shall not be prorated. The fee is payable to the San Antonio Bar Association. The fee is due when the Application is picked up at the SABA office and before the Application is submitted to the Bexar County Sheriff's Department. The Sheriff will not accept any application for which the Application Fee has not yet been paid.

The Annual Renewal Fee for a Badge is \$15.00.

Term of Privilege

The identification badge is valid from the date it is issued through the following fiscal year of the San Antonio Bar Association, which ends each July 31. However, badges issued before August 1, 2006 are valid through July 31, 2007.

Renewal

Renewals and new applications will be processed each year during the months of May, June and July. Prior to renewal of a Badge for a new fiscal year, Applicant must sign an affidavit stating that no incident has occurred since the last Application or renewal which could impact the Applicant's status. The Sheriff, at his discretion, may run a new background check on the Applicant at the time of renewal.

Confiscation of Badges/Appeal

The Attorney Identification Badges are the property of the Bexar County Sheriff's Office. Upon request, an attorney must surrender the Badge to the Bexar County Sheriff's Department, the Executive Director of the San Antonio Bar Association, or any judge employed by Bexar County.

Deputies who confiscate an Identification Badge for any reason other than expiration of the Badge shall provide the attorney with a handwritten receipt and shall complete an administrative report, a copy of which shall be delivered to the attorney within fifteen days. An attorney may appeal, in writing, to the San Antonio Bar Association within thirty days of the confiscation. An Appeals Panel will consider the appeal within fifteen days. The panel will consist of a representative of the Sheriff, a civil court judge, a criminal court judge, a San Antonio Bar Association officer, and the President or Vice-President of the San Antonio Criminal Defense Lawyers Association.

On occasion, circumstances at the Courthouse or elsewhere may prompt a heightened security level. Should these circumstances occur, the Sheriff may temporarily suspend all security privileges associated with the Attorney Identification Badges.

Replacement Cards

Lost or stolen cards must be reported immediately to the Executive Director of the San Antonio Bar Association in person or by phone at (210) 227-8822. A replacement card may be issued only once during the fiscal year of the San Antonio Bar Association. Without a replacement card, access privileges are terminated for the remainder of the Bar Association's fiscal year.

Procedure for Entering Courthouse Buildings

Identification cards will be worn on the front of a person's body between the neckline and waist with the photograph clearly visible. Attorneys will move slowly through the screening area and be acknowledged by the Deputy for clear passage. A cardholder who does not produce a card at the point of entry must enter through the screening process as though he/she does not have an Identification Badge.

More Information

The San Antonio Bar Association is responsible for the administration of this Attorney Identification Badge program, which was approved by Bexar County Commissioners Court and the Bexar County Sheriff. For more information, please contact the Executive Director of the Bar Association, Jimmy Allison, at (210) 227-8822.