



CALHOUN COUNTY COURT AT LAW NO. 1

CALHOUN COUNTY, TEXAS

POLICY MEMORANDUM REGARDING AFFIDAVITS FOR COURT-APPOINTED ATTORNEYS

Pursuant to the authority vested in the Court, the following procedures are adopted regarding **Affidavits for Court-Appointed Attorneys** completed by defendants in custody:

1. Completeness Requirement

All Affidavits for Court-Appointed Attorneys must be **fully and completely filled out**.

- **Every field must be completed;** and
- Forms with missing or incomplete information will be **rejected**.

The Court is unable to determine eligibility for appointment of counsel without complete and accurate information. Making False Statements on these forms could result in additional Criminal Charges.

2. Legibility Requirement

All information must be **legible and clearly written**.

Affidavits that are difficult to read or interpret will be **rejected** and returned for correction, because the Court may not be able to determine if you meet the requirements for being Indigent.

3. No Alterations or Corrections

Affidavits must be completed **cleanly and accurately**.

- **No strike-throughs, cross-outs, or alterations** will be accepted;
 - If errors are made, the affidavit must be **recompleted in its entirety**.
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4. Financial Statement Requirement

The **Financial Statement** section must be **fully completed**.

- No lines may be drawn through sections and/or the whole document;
- "N/A" responses will **not be accepted**.

All financial information must be provided to allow the Court to make a proper determination of indigency.

5. Assistance in Completing Affidavit

If any individual assists the defendant in completing the affidavit:

- The assisting individual must provide their **printed name, signature, and relationship (if applicable)** on the form.
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6. Rejection of Non-Compliant Forms

Any affidavit that does not comply with the requirements of this Policy Memorandum will be:

- **Rejected by the Court;** and
- **Returned to the jail** for proper completion.

This can delay the Case and prevent the Case from being disposed of in a timely manner.

7. Purpose of Policy

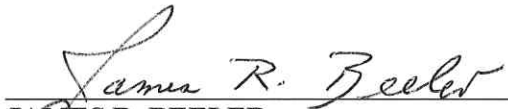
These procedures are intended to ensure:

- Accurate determinations of eligibility for court-appointed counsel;
 - Efficient processing of cases; and
 - Clear and reliable documentation for the Court.
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8. Effective Date

This Policy Memorandum is effective **April 22, 2026**, and shall remain in effect until further order of the Court.

SIGNED on this 21 day of may, 2026.


JAMES R. BEELER
Judge, County Court at Law No. 1
Calhoun County, Texas