



## JUDGE TAMECIA GLOVER

District Court Associate Judge

Neva Gonzalez  
Certified Court Manager  
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Office: (281) 238-1926  
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Hon. Judge Tameika Carter  
400<sup>th</sup> District Court

Dear Counselors:

Our Courts sincerely appreciate the hard work and efforts of court-referred Mediators and Attorney Ad Litem (AAL) in our civil and tax cases.

To that end, we have established procedures relating to said appointments.

The procedure for the 400<sup>th</sup> District Court lists are as follows:

- 1) Contact Coordinator Neva Gonzalez for a Verified Application and return the same once completed.
- 2) Attach to said application a copy of your Mediation/AAL certificate with CLE requirements.
- 3) Schedule an Appointment to meet with Judge Tamecia Glover.

Once approved, you will be added to the appropriate respective list.

All court-referred professionals are expected to comply with the Supreme Court of Texas and SBOT Ethical Guidelines.

Our AALs are expected to exercise the *utmost due diligence* in locating their clients and any potential heirs, assigns, etc. This information must be included in evidence to be presented to the court in admissible form (AAL affidavit, etc.) As with any case, the Court expects a good faith effort for you to be present for all court settings. If a scheduling conflict arises, please notify the Court Coordinator and all other parties' counsel (Plaintiff/Intervener/etc.) immediately.

**All mediation fees are to be paid directly to the mediators by the parties.**

Thank you for your diligence and we look forward to working with you.

Respectfully,

Judge Tamecia Glover

**Verified Application for Attorney Appointments  
Fort Bend County  
400<sup>th</sup> Judicial District Courts**

To be included on the Attorney Appointment list, please deliver this application to Ms. Neva Gonzalez, Court Coordinator for Judge Tamecia Glover, Associate District Court Judge and contact Ms. Gonzalez for an appointment to meet with Judge Glover. Ms. Gonzalez's office is located at the Fort Bend County Justice Center (2<sup>nd</sup> Floor, Court Room 2-J, 1422 Eugene Heimann Circle, Richmond, Texas 77469). *Please mail or deliver in person the original application (no emailed or faxed application copies).* PLEASE PRINT LEGIBLY.

1. Name: \_\_\_\_\_

2. Mailing address: \_\_\_\_\_

Phone number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email address: \_\_\_\_\_

3. Texas State Bar Number: \_\_\_\_\_

4. Year Licensed: \_\_\_\_\_ (Note: Applicants must be licensed and in good standing with the State Bar of Texas for at least one year preceding this application).

5. Has your license been suspended or revoked in the past year? YES/NO

Have you been on probation in the past year? YES/NO

If YES, please explain: \_\_\_\_\_

6. Check which list(s) you would like to be included on and provide relevant training below.

Mediator  Arbitrator  Guardianship  Civil  Tax

7. State the date and title of the CLE program that you have taken in the past two years, with the minimum required CLE regarding service as an Attorney Ad Litem. Note: Mediator training must meet TADR Act, Section 154.052, TCPRC Ann. Requirements.; *please attach copy of completion certificate(s).*

Title(s) of CLE: \_\_\_\_\_ Date(s) taken: \_\_\_\_\_

8. Describe the experience and background that qualifies you to be an Attorney Ad Litem OR attach a resume.

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***State of Texas***  
***County of Fort Bend***

Before me, the undersigned, personally appeared Attorney \_\_\_\_\_,  
who being duly sworn, deposes and says: *All facts stated in this application are true and correct. I understand that if this application is approved, I become eligible for appointment in all cases to which the statute applies, including delinquent property tax cases for which a maximum attorney ad litem fee may be prescribed by the Tax Protocol.*

My email address is: \_\_\_\_\_.

I understand that the District Courts will send any official notices about the Attorney Ad Litem appointment of counsel to the above email address and will not send such notices by regular mail.

I further understand that it is **my duty** to notify the administrative Office of the District Courts of email address changes, bar license probations, suspensions and/or revocations, etc.; I also understand that it is **my duty** to keep my ad litem CLE requirements/certifications up to date and to supplement this application as necessary by providing copies of the same to the District Courts.

Sworn to and Subscribed before me on this the \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Signature and title of officer administering oath

Seal: