



The Supreme Court of Texas
Permanent Judicial Commission For Children, Youth and Families

CHAIR:
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EXECUTIVE DIRECTOR:
TINA AMBERBOY

Attorney Scholarship Program

Purpose:

The Supreme Court of Texas Permanent Judicial Commission for Children Youth and Families (Children's Commission) manages the Court Improvement Program funds dedicated to improving safety, permanency, and well-being outcomes for children. The Attorney Scholarship Program will provide Continuing Legal Education (CLE) to attorneys to improve the practitioners' knowledge and skills related to child protection law and practice.

Eligibility:

This program is open to practicing attorneys licensed by and in good standing with the State Bar of Texas who:

- 1) represent children and/or parents in Child Protective Services litigation in Texas;
- 2) have received court appointments in the last 12 months in any Texas county or specialty docket court funded by OCA to hear abuse and neglect cases; and,
- 3) receive sponsorship on the application from a judge or judges hearing child abuse and neglect cases who have knowledge of the attorney's practice.

Type of Scholarship:

This is a reimbursement scholarship program based on actual expenses incurred.

Allowable expenses are CLE registration fees, out-of-pocket travel expenses (airline, rental car, fuel, and public transportation), hotel charges including taxes (but not entertainment or personal fees), and reasonable actual food cost.

Unallowable expenses include but are not limited to alcohol, entertainment, add-on days, and personal use or convenience expenses.

Amount of Funding:

Attorneys may qualify for up to \$1,500 for out-of-state or up to \$500 for in-state training events. A higher amount may be approved by the Executive Director of the Commission when the Executive Director determines that costs justify the need.

Match Requirements:

A cash or in-kind match is required for all scholarships. The cash match may be allowable expenses that the attorney incurred above the amount provided in the scholarship. In-kind match may be the time the attorney spent in actual travel time and attending the conference.

Application Process:

- Any licensed attorney that actively receives appointments to represent children and/or parents in child protective services cases in Texas courts may apply to receive reimbursement for qualifying CLE conference registration and travel costs.
- Attorneys must apply for the scholarship and receive authorization before attending the conference.
- The reimbursement must be based on reasonable and allowable costs associated with travel to and from and attendance at the conference.
- Allowable amounts must be reasonable in accordance with the advertised registration and hotel costs of the conference.
- The attorney must obtain signed support from the judge hearing child abuse and neglect cases where the attorney practices.
- The attorney must complete the application and submit it with judicial support as indicated on the form. (See application form below).

Approval Process

- Once the application is received the grant administrator will review the application for completeness. The applicant will be contacted if there are any deficits in the application and if a remedy is sought.
- Completed applications will be forwarded to the Executive Director of the Children's Commission for review and approval of the application.
- The Executive Director will approve applications based on which applications and CLE events best meet the strategic plans and goals of the Commission and will not necessarily be on a first come serve basis.
- The attorney will be notified via e-mail once the application is approved.

Reimbursement Process:

- Once the attorney has attended the conference and paid all expenses, the attorney shall complete the reimbursement form and submit it to the grant administrator.
- Appropriate receipts and documentation must be attached. (See reimbursement form below).

Permanent Judicial Commission For Children, Youth and Families Attorney Scholarship Program

Application Form

Applicant Information

Applicant Name:		Applicant Main County of Practice:	
Applicant Address:		Phone Number:	
		Fax Number:	
City		Mobile Number:	
State		Zip Code:	
Applicant E-mail:			

Conference Information

Name of Conference:	
Conference Sponsor / Affiliation / Agency:	
Conference Location / City:	
Conference Webpage (please attach if possible)	
Number of Hours of CLE provided:	

Estimated Cost Information

Registration Cost:		Airline Costs:	
Transportation Costs:		Hotel Costs:	
Food Per Diem:		Total Estimated Costs	

Information on Attorney Practice

Currently Licensed to Practice Law in Texas	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Currently accepting appointments in Texas child protective services cases	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Name / location of courts appointing applicant in CPS cases during the last 12 months:		

Information on Attorney Practice

I apply for the Child Protection Court Attorney Training Scholarship. I have read the procedures and agree to abide by the terms.

Attorney Signature	Date

Judicial Support

The attorney in this application has received court appointments in civil child abuse and neglect cases in the last 12 months and is recommended for a training scholarship.

Judge Signature	
Judge Name (Print Please)	
Judge Court	
Date	

Permanent Judicial Commission For Children, Youth and Families Attorney Scholarship Program

Reimbursement Form

Applicant Information

Applicant Name:		Applicant Main County of Practice:	
Applicant Address:		Phone Number:	
		Fax Number:	
City		Mobile Number:	
State		Zip Code:	
Applicant E-mail:		SS# (required for payment)	

Conference Information

Name of Conference:	
Conference Sponsor / Affiliation / Agency:	
Conference Location / City:	
Conference Webpage (please attach if possible)	
Number of Hours of CLE provided:	

Actual Cost

Registration Cost:		Airline Costs:	
Transportation Costs:		Hotel Costs:	
Food:		Total Actual Costs	
Total Amount Claimed for Reimbursement (cannot exceed maximum allowed of \$300 in state and \$1,200 out of state)			

Match Information

Amount of Cash Match Claimed (Total cost of conference and travel minus amount claimed for reimbursement):			
Number of Hours in Travel:		Number of Hours in Conference:	
Hourly rate claimed to calculate match			

I affirm the expenses reported above were incurred in conjunction with attendance at an approved conference and request to be reimbursed from the Attorney Scholarship Program.

Attorney Signature	Date