

**COMAL COUNTY COURTHOUSE COMPLEX
ATTORNEY IDENTIFICATION CARD**

Conditions and Procedures

The Attorney Identification Card is a privilege extended by the Comal County Sheriff's Office to local attorneys acting as officers of the courts. These credentials are intended to be used for expedited entry into the Comal County Courthouse Complex buildings located in New Braunfels, Texas. Privileges do not extend to restricted areas of the buildings.

This privilege is not and will not be extended to anyone but the individual identification card holder. Clients, employees, friends or relatives are not privileged. Identification Card holders shall only utilize the identification card when visiting the Comal County Courthouse Complex in a professional capacity. Using the Identification Card to circumvent security screening when the Identification Card holder is appearing in court as a party or a witness will be declared a misuse of the Identification Card.

Application Process

Attorneys interested in an Identification Card must return the sworn Application to the Comal County Sheriff's Office located at 3005 West San Antonio Street, New Braunfels, Texas. The application fee is due at that time.

Upon confirmation from the Comal County Bar Association ("CCBA") that the Applicant is a member in good standing with the CCBA, the Comal County Sheriff's Office will process the Application. The Sheriff's Office will conduct a public records search on the Applicant.

An Applicant will be considered a security risk and will not be approved for the Attorney Identification Card 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.

Fees

The Application Fee for an Attorney Identification Card is \$20.00. The fee is due when the Application is submitted to the Comal County Sheriff's Office. The Sheriff's Office will not accept any application for which the Application Fee has not yet been paid.

Confiscation of Cards/Appeal

Any violation of these conditions or misuse of the Attorney Identification Card will result in the confiscation of the Attorney Identification Card and termination of expedited entry privileges. Likewise, insolent, disruptive, or rude behavior and/or lending the Attorney Identification Card to another individual or not wearing the Attorney Identification Card in accordance with these procedures will result in confiscation of the Attorney Identification Card and termination of expedited entry privileges.

Attorney Identification Card holders must report any State Bar action resulting in suspension of the attorney's license and conviction for any of the disqualifying offenses listed on the previous page to Comal County Sheriff's Office Courthouse Security personnel.

The Attorney Identification Cards are the property of the Comal County Sheriff's Office. Upon notification, an attorney must surrender the card immediately and without discussion to any Courthouse Security personnel, Comal County Deputy Sheriff, or any Comal County judge.

Upon confiscation of the Attorney Identification Card, expedited entry privileges will be suspended immediately. Attorneys may appeal in writing within ten (10) business days of confiscation to the Comal

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County Sheriff. Upon receipt of the appeal, the Sheriff shall make a decision on the appeal within ten (10) business days.

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 Cards.

Replacement Cards

Lost or stolen cards must be reported immediately upon discovery to Comal County Sheriff's Office Courthouse Security personnel at (830) 832-1446. A replacement card may be issued at the discretion of the Comal County Sheriff's Office.

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 Card.

More Information

The Comal County Bar Association is responsible for the administration of this Attorney Identification Card program, which was approved by Comal County Commissioners Court and the Comal County Sheriff. For more information, please contact the Comal County Bar Association.