



Second Administrative Judicial Region of Texas

Olen Underwood
Presiding Judge

Melanie Sipes
Administrative Assistant
Melanie.sipes@mctx.org

Rebecca Brite
Administrative Assistant
Rebecca.brite@mctx.org

May 1, 2017

Dear Attorney:

The Committee for Qualified Counsel in Death Penalty Cases has approved the enclosed Appellate, 1st Chair and 2nd Chair Trial Applications for the Second Administrative Judicial Region of Texas. When you complete the Appellate Application and are approved you are also qualified for 1st and 2nd Chair and likewise if approved for 1st Chair you are also qualified for 2nd Chair.

The applications and contact information form will need to be completed and faxed or emailed to this office on or before **May 31, 2017**. You may apply at anytime after July 1, 2017 and you will be added to the list upon approval with the understanding that the list will be published on a quarterly basis.

You should report your CLE hours by printing the Transcript Report from the Texas Bar webpage (View/Report MCLE hours then View Transcript Report and use date range for previous 2 years from the date application is signed.) Please specify the CLE hours relating to death penalty by **PLACING A CHECK MARK** next to the applicable hours. A highlighter should **NOT** be used as it may not show up on copies or scans.

If you have any questions you may contact this office at (936) 538-8176.

Sincerely,

A handwritten signature in black ink that reads "Olen Underwood".

Olen Underwood

cc: District Judges – Second Administrative Judicial Region of Texas