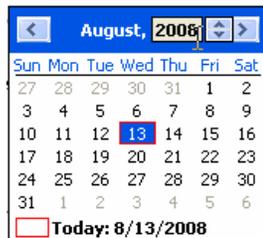


## How to Fill Application Form for CJA Panel

1. You can open the form from our court website (*will add a link later*).
2. You can print a hardcopy by using the “Print Form” button on top of the form or at the bottom of the form.
3. You may attach documents into this form by click “Add Attachment” button.
4. After completing the application, click “Submit by Email” button to send the form to our court.
5. You may add your email address into “cc...” field, so you will get a copy after you submit the application.
6. About form fields. This form has following types of fields:
  - a. One line text field. It is for name and address, etc.
  - b. Multi-line text field. It likes a notepad or simple word processor
  - c. Telephone number field. Accept 10 digits phone number in “7132505000” format. It will display as (713)250-5000 automatically. It will pop up an error, if input pattern is wrong
  - d. Date field. It has a dropdown box.  
You will see a dropdown box, if you click a date field. For example,

H. Date of Birth  

Click the dropdown box, you will see the calendar



Click left or right arrows to change month. Click on the year, you can change year quickly with up or down arrows.

- e. Numeric field
  - f. Exclusive check box
7. The form is set to read-only, so there is no need to reset the form. If you have Adobe Acrobat Standard or Professional you can submit the form via email. You can also save a copy for yourself by using the “Save as” feature. If you only have Adobe Acrobat Reader, you will need to print the form, fill out the form manually and fax it to (361) 888-3433 or email it to [Sondra\\_Scotch@txs.uscourts.gov](mailto:Sondra_Scotch@txs.uscourts.gov) or [Marianne\\_Serpa@txs.uscourts.gov](mailto:Marianne_Serpa@txs.uscourts.gov)