



**WOODROW W. "WOODY" GOSSOM, JR.  
COUNTY JUDGE**

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February 4, 2013

To: All JP's, Chief Deputy Meador, Capt. Johns, Mitizi Brotherton, Terri Veitenheimer, District Judges, CCL Judges, District Clerk, County Clerk, Criminal District Attorney

RE: Follow-up response for Wichita County Indigent Defense Systems – November 26, 2012

Wichita County personnel from the Sheriff's Office, Central Magistrate Office (CMO) to include Justices of the Peace and County Judge met after getting input from other offices:

Recommendation #1: The Central Magistrate Office will more closely monitor who has requested court appointed counsel through some additional items on the magistrate's roster that would indicate who requested and who did or did not complete the application. This will alert the CMO to follow-up in order to get applications complete.

The Court Coordinators Office will continue efforts to review applications and secure appointments within three days. Inmates are not always cooperative with efforts to get a completed application. We will be reviewing the form to determine if it can be simplified. Courts will review files to determine request status of each defendant for a court appointed attorney.

Magistrates will place additional emphasis on getting forms completed. Jail personnel have agreed to put more emphasis on the completion of the application.

Recommendation #2: County Court at Law Judge Gary Butler has devised a plan and an order to review request for counsel at the arraignment hearing and make a judicial determination where appropriate. CCL Judge King has a similar process.

Recommendation #3: Files will be reviewed to see if counsel should have been considered for appointment and appropriately acted upon before proceeding to trial.

Via Judge Newman's supervision of the CMO, an effort has been inserted to more closely monitor the development and components of each defendants file from magistration to arraignment.