

## **Preparing Your File for a Texas Board of Law Examiners' Hearing**

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To begin with you need to know exactly what the Texas Board of Law Examiners' are objecting to. This means you must have all communications between your client and the Texas Board of Law Examiners. You should also have a copy of the Client's Application for Admission to Law School as well as their Application for Admission (for out-of-state law students) or the Declaration of Intent (for Texas law students).

Carefully review the applications and the communications from the Texas Board of Law Examiners; compare and know exactly what the Texas Board of Law Examiners are targeting.

Obtain letters of recommendation that not only speak to the good moral character of the Client, but also set forth knowledge of the event(s) and that the event(s) were an aberration, were youthful mistakes of years past, or do not reflect the character of the Client today. You have to make these letters fit the particular needs of the case and the person writing them..

Letters are best obtained from long or close employers/employees; church leader or an active member; a congressman (if there is any personal connection); a judge or magistrate from whom the Client has worked or with whom has a personal relationship of long standing knowledge. Take care to pay attention to the Judicial Cannons regarding Letters of Recommendation and Testimony.

Prepare a Response on behalf of your client explaining the incidents (even though this may have been done piecemeal before – put it all together in one response, not to long) and reference were possible your supporting exhibits. Your response is your first exhibit. The recommendations and other documents you choose are the remaining exhibits. Do not forget that although you have to have your exhibits to the staff attorney a minimum 8 days before the hearing, you need to take another 5 copies of the Response and other exhibits to the hearing: (3) for the Panel, (1) for the court reporter, and (1) your client. You should have your own copy as well.

As soon as you or your counsel receives the Exhibits from the Texas Board of Law Examiners, the Applicant and hopefully his/her legal counsel should both carefully examine the Board's exhibits. Just because a document is of public record, if there is anything wrong with the document the document should be objected to, as opposed to not objecting to the document but objecting to the veracity of the document. The Panel does not actually see the Applicant/Respondent's Response and exhibits until the hearing itself. Only the staff attorney sees these before the actual hearing.

It is good if one the people who has written a letter of recommendation can appear with you at the hearing in your support, as well as your attorney.

Make sure you have carefully gone over the Texas Board of Law Examiners' exhibits and advised the opposing staff attorney if you have any objections by 4 days before the hearing.

If you need subpoenas for the hearing, make sure you do not wait until the last minute. The subpoenas are issued by the Texas Board of Law Examiners but sometimes one must be persistent in order to get them to issue the subpoenas, which are provided for under the Rules Governing Admission to the Bar of Texas.

Make sure you review and know the Texas Board of Law Examiners' exhibits and be ready to refute them by direct references to your exhibits.