

APPLICATION FOR COURT-APPOINTED COUNSEL INSTRUCTIONS:

IN ORDER TO QUALIFY FOR PUBLIC DEFENDER SERVICES, THE APPLICATION FOR COURT-APPOINTED COUNSEL MUST BE FILLED OUT COMPLETELY AND RETURNED TO THIS OFFICE, ALONG WITH THE REQUIRED PROOF OF INCOME WITHIN 10 DAYS OF YOUR COURT APPOINTMENT.

General Information

- ◆ **Questions:** If you have any questions or need assistance filling out your application, please contact the Office of the State Public Defender in your area.
- ◆ **All Sections of this application must be completed! * DO NOT SKIP ANY SECTIONS.**
- ◆ **We cannot process an application with all zeros:** Filling out all zeros will not be accepted on this form- you must provide complete household Income, Asset & Expense information for all household members. If you are reporting no income or benefits, you must explain your circumstances with a written explanation for review by this office.
- ◆ **Proof of ALL household income is required:** You must provide income documentation for all household members (other than roommates) with Paystubs, Monthly Bank Statements, Unemployment, Food Stamps/SNAP, TANF, Social Security, SSI, SSDI, Worker's Compensation, Pension/Retirement and Financial Aid Benefit statements, etc. *Provide all that apply. *Please call for alternative documentation.
- ◆ **Further documentation:** in the case of a Hardship qualification, further documentation may be requested. You will be notified when this is required.
- ◆ ***Presumptive Eligibility:** If proof /documentation is provided for an applicant's household which currently qualifies for TANF, Food Stamps/SNAP, SSI/SSDI, etc., you may skip Sections I. through III. and proceed directly to Section IV.
- ◆ **If you are in jail:** Complete the application with your usual monthly Income, Expenses and Assets when you are not incarcerated and include all household member information as well.
- ◆ If you can be or are claimed as a dependent by another person for Federal Income Tax purposes, written verification of financial information must be provided for that person.
- ◆ **Obligation to report any changes in income or financial status continues throughout the entire period of representation!**

***FAILURE TO COMPLY WITH THESE INSTRUCTIONS AND PROVIDE A COMPLETE APPLICATION &/OR REQUESTED DOCUMENTATION MAY RESULT IN THE DENIAL OF YOUR APPLICATION AND THE LOSS OF YOUR PUBLIC DEFENDER SERVICES.**