

INSTRUCTIONS FOR PUBLIC DEFENDER APPLICANTS

(18 years of age and older)

1. The application must be completely filled out. It **can not** be mailed or faxed into the office unless it is from a prison or a detention facility.
2. The applications will only be accepted between **9:00 a.m. to 3:00 p.m.** in the Public Defender's Office
3. If you are incarcerated, you **MUST** provide your home address, not the prison.
4. The application **MUST** be signed where indicated. Your application will not be accepted unless it is completed and signed.
5. An applicant is eligible for Public Defender representation if, and only if, he or she is indigent and as a result, cannot afford to hire an attorney to represent him or her. Indigency is determined by a number of factors, including, but not limited to, income, assets and liabilities, nature of charges, and federal poverty guidelines.
6. As part of the application process, all applicants shall be required to submit the following information:

Driver's License or Photo Identification

Criminal Complaint and Affidavit

Prior years Federal Income Tax Return

Pay stubs for last three weeks

Current social security or unemployment statements

Current welfare statements (food stamp or cash assistance)

Property tax for any and all property owned

Balance of mortgage on property

Car payment bill

If married, Federal Income tax for spouse

Letter stating financial support for those stating no income and a copy of the photo ID from the person providing financial support

Current financial information as requested

**If financial information cannot be provided, you must provide a reason for your inability to provide this information.*

7. **No application for Public Defender shall be approved unless and until the requested financial information is provided.**
8. The Public Defender shall re-examine eligibility as deemed necessary.
9. If there are any changes in your financial circumstances, you are obligated to notify the Public Defender's Office immediately. Failure to do so can result in termination of Public Defender representation.

Date: _____

Applicant Name