

**JEFFERSON COUNTY DISTRICT COURT**  
1820 JEFFERSON ST/PO BOX 1220 PORT TOWNSEND WA 98368  
360 385 9135  
<http://www.co.jefferson.wa.us/343/District-Court>

## **HOW TO APPLY FOR A COURT APPOINTED ATTORNEY**

You do not need to make an appointment. You may appear at the front counter with your paperwork completed OR you may submit the application via email to [jcdc@co.jefferson.wa.us](mailto:jcdc@co.jefferson.wa.us) with any attached documents. District Court is open Monday-Friday from 8:30am to 4:30pm. Your application will NOT be screened until we have all the necessary proof of income or benefits. Applications should be turned in within **7 days** of arraignment. If we have not screened you at least 2 working days prior to your next court date we will not be able to provide you with counsel for that date.

**YOU MUST BRING ALL DOCUMENTS WITH YOU. INCOMPLETE APPLICATIONS WILL NOT BE SCREENED WITHOUT COMPLETE DOCUMENTS.**

CHECKLIST OF WHAT TO BRING WITH YOU OR SUBMIT ON LINE:

- EMPLOYMENT- Bring pay stubs for wages received for the past 2 months for you and/or your spouse.
- SELF-EMPLOYMENT-Bring a current profit/loss statement, statement of net worth or quarterly income statement, or a signed copy of most recent federal income tax return or proof of non-filing status.
- UNEMPLOYMENT COMPENSATION-Bring award letter showing total benefits available and amount received each month, or statements showing you are not eligible for benefits.
- PUBLIC ASSISTANCE, SOCIAL SECURITY, OR VETERAN'S BENEFITS-Bring copies of your award letters, most recent 2 bank statements showing direct deposit or image of your benefit card with your name on it.
- INTEREST INCOME, INHERITANCE, OR SETTLEMENTS-Documentation showing income
- ASSETS- Documentation of any personal items of value (including property)
- NO PROOF OF INCOME-Bring a letter from the person supporting you or someone who can verify how you are supporting yourself.

**You may be asked to provide further financial documentation such as proof of basic living and/or proof of unusual living expenses- see back of application for requirements.**

JEFFERSON COUNTY DISTRICT COURT  
APPLICATION FOR PUBLIC DEFENSE

**CONFIDENTIAL**  
[Per RCW 10.101.020(3)]

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

1. Place an "x" next to any of the following types of assistance you receive:

- Welfare**       **Poverty Related Veterans' Benefits**  
 **Food Stamps**       **Temporary Assistance for Needy Families**  
 **SSI**       **Refugee Settlement Benefits**  
 **Medicaid**       **Aged, Blind or Disabled Assistance Program**  
 **Pregnant Women Assistance Benefits**  
 **Other – Please Describe** \_\_\_\_\_

Recipients of public assistance are presumed indigent, but may be found able to contribute to the costs of their defense under RCW 10.101.010. *State v. Hecht*, 173 Wash. 2d 92 (2011).

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2. Do you work or have a job?  yes  no. If so, take-home pay: \$ \_\_\_\_\_  
Occupation: \_\_\_\_\_ Employer's name & phone #: \_\_\_\_\_
3. Do you have a spouse or state registered domestic partner who lives with you?  yes  no Does she/he work?  yes  no If so, take-home pay: \$ \_\_\_\_\_  
Employer's name: \_\_\_\_\_
4. Do you and/or your spouse or state registered domestic partner receive unemployment, Social Security, a pension, or workers' compensation?  yes  no  
If so, which one? \_\_\_\_\_ Amount: \$ \_\_\_\_\_
5. Do you receive money from any other source?  yes  no If so, how much? \$ \_\_\_\_\_
6. Do you have children residing with you?  yes  no. If so, how many? \_\_\_\_\_
7. Including yourself, how many people in your household do you support? \_\_\_\_\_
8. Do you own a home?  yes  no. If so, value: \$ \_\_\_\_\_ Amount owed: \$ \_\_\_\_\_
9. Do you own a vehicle(s)?  yes  no. If so, year(s) and model(s) of your vehicle(s): \_\_\_\_\_ Amount owed: \$ \_\_\_\_\_
10. How much money do you have in checking/saving account(s)? \$ \_\_\_\_\_
11. How much money do you have in stocks, bonds, or other investments? \$ \_\_\_\_\_
12. How much are your routine living expenses (rent, food, utilities, transportation) \$ \_\_\_\_\_

13. Other than routine living expenses such as rent, utilities, food, etc., do you have other expenses such as child support payments, court-ordered fines or medical bills, etc.? If so, describe:

\_\_\_\_\_

14. Do you have money available to hire a private attorney? \_\_\_yes \_\_\_no

15. ***Please read and sign the following:***

**I understand the court may require verification of the information provided above.  
I agree to immediately report any change in my financial status to the court.**

**I certify under penalty of perjury under Washington State law that the above is true and correct.  
(Perjury is a criminal offense-see Chapter 9A.72 RCW)**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
City

\_\_\_\_\_  
State

**FOR COURT USE ONLY - DETERMINATION OF INDIGENCY**

\_\_\_\_\_ Eligible for a public defender at no expense

\_\_\_\_\_ Eligible for a public defender but must contribute \$\_\_\_\_\_

\_\_\_\_\_ Re-screen in future regarding change of income (e.g. defendant works seasonally)

\_\_\_\_\_ Not eligible for a public defender

\_\_\_\_\_  
JUDGE / COURT ADMINISTRATOR