

# WARREN COUNTY PUBLIC DEFENDER'S OFFICE ASSIGNED COUNSEL OFFICE

## Instructions for Applying for a Public Defender/Assigned Counsel

**9:00 A.M. TO NOON ONLY**

Eligibility for a Public Defender or Assigned Counsel is based upon Federal Poverty Guidelines. If you feel you would qualify, you must complete an application at the Assigned Counsel Office.

The Assigned Counsel Office is located at the Warren County Municipal Center. Enter through the north end of the building at the Family Court entrance. The Assigned Counsel Office is straight down the hall on the left.

You must bring payroll stubs for, at least, the last four pay periods, rent receipts and any other documents proving monthly expenses. A copy of your Income Tax return must also be provided. If receiving unemployment, disability, pensions or Social Security benefits, proof of your grant amount is required. Also bring Complaints, Summonses, Tickets, Supporting Depositions, Statements, Petitions and all other legal documents. If you have questions regarding what documents to provide with your application please call 761-6460 for further instruction.

The Assigned Counsel Office is open for application purposes from **9 a.m. until 12 p.m. ONLY**, Monday through Friday, unless otherwise posted on the office door. An application will **not** be taken over the phone and **cannot** be mailed to the office or dropped off at the office by any other person. The person seeking the services of the Public Defender or Assigned Counsel **must** personally appear at the office.