



OFFICE OF THE STATE PUBLIC DEFENDER STATE OF MONTANA

INSTRUCTIONS – APPLICATION FOR COURT-APPOINTED COUNSEL

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 receipt of this application.

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 and Debt information for all household members. If you are completing this application with 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. *If you have no documentation you must provide a written explanation.
- ◆ **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 and/or SSI/SSDI, 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.
- ◆ **Students** please include Financial Aid Benefit information as Other Income and state that in the area provided.
- ◆ **Obligation to report any changes in income or financial status continues throughout entire period of representation!**

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

PLEASE RETURN BY FAX, WALK IN, OR MAIL TO: