

# **IMPORTANT NOTICE**

## **For those wishing to apply for the services of the Public Defender Office**

**IT IS IMPORTANT THAT YOU APPLY AS SOON AS YOU RECEIVE ANY CRIMINAL CHARGES FILED AGAINST YOU, OR AT LEAST FOUR (4) BUSINESS DAYS PRIOR TO YOUR SCHEDULED HEARING DATE.**

**IT IS ALSO IMPORTANT THAT YOU APPLY WITH THE PUBLIC DEFENDER'S OFFICE FROM THE BEGINNING OF YOUR CRIMINAL CASE.**

**IN ARMSTRONG COUNTY, AN INDIVIDUAL MUST COMPLETE AN APPLICATION FOR EACH NEW CRIMINAL CASE FILED AGAINST THEM**

**The Public Defender Office will not mail out applications, you must come to the office to apply.**

**Please note that the Public Defender Office does not handle civil cases, traffic citations or most summary citation unless a jail sentence is anticipated.**

**\*If you are applying on the day of your hearing or within four (4) business days prior to the hearing, it is your responsibility to request a continuance for said hearing, it is not the responsibility of this office.**

**\*If you are not told on the day that you apply for the services of a Public Defender that you are eligible, you must contact this office 3 days after applying to see if you have been approved for a Public Defender.**

**WE CANNOT CONTACT YOU!**

**Your initial appointment will be only to assess an individual's financial qualifications and application, you will not meet with an attorney at this time.**

**Due to attorney-client privacy, the Public Defender's Office will not discuss your case with anyone but YOU!**

**Those persons applying for representation must meet prescribed financial eligibility requirements.**

**\*To apply for the services of the Public Defender Office, you will need to provide:**

- Proof of income such as paystubs or the most recent Federal Income Tax return.
- Proof that you receive Social Security Income, Social Security Disability Income, Welfare or other Public Assistance, Unemployment Compensation Benefits. (If you are no longer receiving any of these types of income, you will need to provide a letter from that Department stating that you no longer are receiving those benefits)
- Any copy of Court Order directing the payment or receipt of child support.
- Police Criminal Complaint.
- Hearing Notice.
- Any other documentation regarding income or documentation regarding your criminal charges.
- Income verification is any income that is a part of your complete household.
- If you do not have this information with you, we will not be able to accept your application. It is **your responsibility** to provide all of this information so that your application can be processed.

**Office Hours:**

**Monday through Friday**

**8:00 A.M. to 12:00 P.M. - 1:00 P.M. to 4:30 P.M**

**Client interviews will be held:**

- **8:00 A.M. to 11:30 A.M.**
- **1:00 P.M. to 3:30 P.M.**

**\*If you wish to apply for a Public Defender, you must be at the office before 3:30 P.M.**