

## **ATTENTION:**

**If you do not have an attorney and cannot afford one, call the Bucks County Public Defender's Office *IMMEDIATELY*.**

**(215-348-6473)**

### **YOU MUST CALL FOR AN APPOINTMENT TWO WEEKS PRIOR TO YOUR HEARING.**

Unless you are incarcerated, you must apply for our services in person at our office in Doylestown, Pennsylvania. Qualification for the services of the Public Defender is determined by financial need, and therefore, you must supply proof of income for yourself and all members of your household. The following are forms of proof of income used to determine whether or not you are eligible for the services of the Public Defender.

**You must bring a copy of your criminal charges with you AND the following documents that apply to your financial situation:**

- At least three recent pay stubs;
- Letter from your last employer verifying termination;
- Check stub or letter from Unemployment Office stating benefit amount;
- Award letter from Social Security or a copy of your most recent check;
- Recent letter or printout from DPA stating benefit amount (access cards are NOT considered proof of income);
- Court order showing amount of child support paid or received;
- Documentation regarding stocks, bonds, or trust accounts;
- Checking account/bank account statement, including savings accounts, IRA, 401K documentation and all retirement accounts;
- Foreclosure papers, notice of Sheriff's sale and/or statement from financial institution verifying there is absolutely no equity in the property and that a home equity loan was not taken out within the last year;
- W2 forms and copy of your most recent income tax return;
- Current class schedule and financial aid/student award letters;
- Letter from the person supporting you stating that you are currently unemployed and living with them, that they are currently supporting you, and that they pay you support, including the amount they pay you;
- Letter from drug rehabilitation/mental health facility stating that you are currently in an inpatient program and that you are not currently able to work.

When you apply for our services, please bring with you all of the above documentation that applies to you. **IF YOU FAIL TO BRING THESE DOCUMENTS, YOU MAY BE TOLD TO RESCHEDULE YOUR APPOINTMENT TO A DATE WHEN YOU ARE ABLE TO PROVIDE THE REQUESTED MATERIAL.**