

Application for Assignment of Public Defender Instructions (Criminal Court)

State of New York, County of Jefferson

Jefferson County Public Defender's Office
175 Arsenal Street, Watertown, NY 13601
jcpublicdefender@jeffersoncountyny.gov
Telephone: (315) 785-3152

An Applicant for assignment of counsel is presumptively eligible if the Applicant's net income is at or below 250% of the current Federal Poverty Guidelines.

How to Apply for an Attorney:

1. **Answer all of the questions on the application, no blanks.**
2. **Provide copies of your Criminal Charges, Complaints, Summonses, Tickets, Supporting Depositions, and/or Statements.**
3. **Submit Proof of any income or assistance you are receiving. Examples are below:**

Employment:

- Paycheck Stubs, W-2, or Tax return for the past calendar year

Self-Employment:

- Tax return for the past calendar year

NYS Unemployment Benefits:

- Copy of current award certificate

Private Disability Benefits, Veteran's Benefits, Pensions, Retirement, Workers' Compensation, Medicaid, or Public Housing:

- Copy of your current award certificate/letter or current benefit check

Family Assistance, Safety Net Assistance, Supplemental Nutrition Assistance, Social Security Income, New York State Supplemental Program, Social Security Disability, Workers' Compensation, Medicaid, or Public Housing:

- Copy of your current benefit letter
- If you are listed on another individual's benefits, you must provide a copy of their benefit letter showing your name as a household member

How to Submit Your Completed Application:

1. Submit the application through email: jcpublicdefender@jeffersoncountyny.gov. ***Email should be encrypted.***
2. Apply in person at the Jefferson County Public Defender's Office during business hours, Monday through Friday.
3. Fax the completed application to the Jefferson County Public Defender's Office at (315)785-5060.
4. Mail the completed application to: Jefferson County Public Defender's Office

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