

**Pierce County Clerk  
Indigency Screening Unit  
930 Tacoma Ave. S., Room 108  
Tacoma, WA 98402  
253-798-3781**

**TO APPLY FOR LEGAL REPRESENTATION BY DEPARTMENT OF  
ASSIGNED COUNSEL**

1. You MUST go IN PERSON to Clerk's Office at 930 Tacoma Avenue South, Room 108, Tacoma, Washington, within three (3) business days of arraignment.
  - a. The hours to apply are Monday through Friday, 10:00 A.M. to 2:00 P.M. ONLY.
  - b. You can call (253) 798-3781 to schedule an appointment.
2. You MUST have the following paperwork with you, in order to apply:
  - a. Any paperwork you receive from the Court, which should have your case number and the next court date.
  - b. Verification of your income (last 30 days), unemployment compensation, or retirement/disabled pay.
  - c. Proof of all public assistance that you receive (current) –Award Letter, Check Stub, (Note: Food Stamp Card is not proof).
  - d. Proof of your basic living expenses (receipts or copies of) – for example: Rent or Mortgage Payments, (Equity Denial Letter form bank if buying a house), Utilities, Phone, Car Payments, Car Insurance, Child Support, Day Care, etc., handwritten support statement if living with someone and not contributing to the basic household expenses.
  - e. Proof of any other unusual expenses paid in the past 30 days (medical/dental payments, collection debts, institutional loans, etc.).
  - f. Self-Employed- Bring in your tax statements, business ledger, reported sales tax, bank statements (last 60 days), and your business license.
3. You MUST reapply for representation each time that you are charged with a NEW OFFENSE and/or each time you QUASH A WARRANT and reset the court date for the same offense.

If you qualify for assigned counsel, an attorney will be appointed to represent you for your CURRENT case in that Court ONLY.

YOU MUST APPEAR IN COURT ON THE NEXT SCHEDULED COURT DATE WHETHER OR NOT YOU HAVE HAD CONTACT WITH YOUR ASSIGNED ATTORNEY. YOUR FAILURE TO APPEAR MAY RESULT IN A BENCH WARRANT BEING ISSUED FOR YOUR ARREST.