

**FRANKLIN COUNTY
APPLICATION FOR ASSIGNED COUNSEL**

Submit this application to the Office of Assigned Counsel Coordinator, Franklin County Courthouse, 355 W. Main St. Suite 237, Malone, NY 12953. You must submit it by mail or in person because we need to have your original signature on the application. The telephone number is 518-481-1423. The fax number is 518-481-1425. **PLEASE PRINT CLEARLY.**

1. INFORMATION ABOUT APPLICANT

- a. Name: _____
- b. **Are you in jail now?** _____
- c. Current Address: _____

- d. Date of birth: _____
- e. Social Security number: _____
- f. Where were you born?: _____
- g. Phone numbers: _____

2. INFORMATION ABOUT COURT CASE

- a. Name of Court where case is pending: _____
- b. Name of Judge: _____
- c. What are you charged with? _____

- d. File Number or Case Number: _____
- e. Docket Number: _____

3. FINANCIAL INFORMATION

- a. Are you employed? Where? _____
- b. Gross salary (say whether weekly, bi-weekly or annual) _____
- c. Number of people who live with you: _____
- d. Total monthly gross income of all people living with you: _____
- e. How much cash do you have?: _____
- f. List any bank account you own, with current balances: _____

- g. List any land or buildings that you own: _____
- h. List any child support that you are paying: _____

By signing this form you are certifying that the income listed is your only income.
PROOF OF INCOME AND COPIES OF COURT DOCUMENTS MUST BE ATTACHED.
SEE INSTRUCTIONS ON BACK OF THIS PAGE
INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

Dated: _____

Signature

**FRANKLIN COUNTY
INSTRUCTIONS FOR ASSIGNED COUNSEL APPLICATION**

THE FOLLOWING DOCUMENTS MUST BE ATTACHED TO YOUR APPLICATION. IF YOU DO NOT ATTACH THEM THEN YOUR APPLICATION IS NOT COMPLETE. WE WILL NOT PROCESS AN INCOMPLETE APPLICATION

1. FINANCIAL DOCUMENTS

- a. If you have a job:
 - i. Pay stub for last four (4) pay periods.
- b. If you are on unemployment:
 - i. Unemployment benefit letter.
- c. If you are receiving public assistance:
 - i. Copy of public assistance award letter.
- d. If you are receiving Social Security benefits including SSI or SSD:
 - i. Copy of award letter.
- e. If you are unemployed and have no source of income:
 - i. Provide a letter, signed by you and dated, stating:
 - (1) That you have no source of income and
 - (2) The name and relationship of the person who is supporting you.

2. COURT DOCUMENTS

- a. If you are charged with a crime:
 - i. Charges or accusatory instrument or ticket or violation of probation petition.
 - ii. Written statements or depositions of any witnesses
- b. If you have a matter in Family Court:
 - i. Summons
 - ii. Petition.