

# APPLICATION FOR INDIGENT DEFENSE SERVICES

ND COMMISSION ON LEGAL COUNSEL FOR INDIGENTS

SFN (05/2024)

Page 1 of 2

NDCLCI  
 300 2<sup>ND</sup> Ave NE, Ste 212  
 Jamestown, ND 58401  
 701-845-8632  
 clcivc@nd.gov

## Personal Information

First Name	Middle Initial	Last Name	Alias
Address Where You Live			Apartment or Unit Number
City	State	ZIP Code	Are you in jail? <input type="checkbox"/> No <input type="checkbox"/> Yes – Where?
Telephone Number(s)		Email Address	
Case Number(s)			

## Income and Assets

Employment	Do you have a job? <input type="checkbox"/> Yes <input type="checkbox"/> No <b>IF YES</b> , how much do you earn per month? \$ _____ Will you still have a job after this arrest? <input type="checkbox"/> Yes <input type="checkbox"/> No
Other Income	Within the past 12 months, have you received income from any other source, such as from self-employment, businesses, rent payments, tribal payments, mineral interests/royalties, interest, dividends, retirement benefits, social security or disability payments?  <input type="checkbox"/> No <input type="checkbox"/> Yes. List amount received and identify source: _____  Does anyone provide financial support to you? <input type="checkbox"/> No <input type="checkbox"/> Yes. List amount received and their relationship to you: _____
Property and Assets	Do you own any property or have any additional assets? <input type="checkbox"/> No <input type="checkbox"/> Yes  <b>IF YES</b> , give the approximate total amount. \$ _____
Cash and Bank Accounts	Do you have any cash or money in savings or checking accounts? <input type="checkbox"/> No <input type="checkbox"/> Yes  <b>IF YES</b> , give the approximate total amount. \$ _____

Provide the total number of persons in your home that you are financially responsible for (only people listed on your tax return).

Total number of persons:

Are there any extraordinary financial conditions that would prevent you from hiring a private lawyer?

No  Yes – Explain below

I have answered all questions honestly and truthfully to the best of my knowledge and I am requesting that a lawyer be appointed to represent me. I understand that the information supplied on this form is not confidential. I also understand that if I have supplied false information in the application, it may lead to criminal prosecution and conviction. If counsel is appointed for me, I understand that I have a continuing responsibility to inform the court of any changes in my financial condition, employment status, or household size. I understand that even if I am found eligible to have the costs of an attorney and related expenses paid for me at this time, I may be required to pay back the attorney fees and related expenses to the State at a later time. I understand that by signing this application I give authorization for investigation into my income, assets and benefits, and this form will serve as a release of information to any source which might have such information including, but not limited to, claim information from Workforce Safety and Insurance. I agree this form will serve as a release of information to any source which might have such information, which would include Worker's Safety and Insurance.

Signature	Date
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**FOR COURT USE ONLY**

Applicant is found to be:

- Not eligible for indigent defense services, because
  - this is not a type of matter for which services are authorized (such as when the case is closed and nothing is currently pending before the Court)
  - Incomplete application
  - Other \_\_\_\_\_
- Not indigent. The application for appointed defense services is denied.
- Indigent. Counsel is to be provided by the ND Commission on Legal Counsel for Indigents. The Court hereby advises the applicant of the applicant's potential obligation to reimburse the Commission the amounts expended on behalf of the applicant.

Judge of District Court or Designee

Date

## Instructions for the Application for Indigent Defense Services

**REQUIRED FEE:** You must pay a \$35 fee when submitting this application. The Court may waive or reduce the fee if you cannot pay the entire fee. If the fee is not waived and you do not pay the fee, the amount will be added to any costs you are ordered to reimburse at the conclusion of your case.

**NOTICE:** You may be required to submit verification of your gross income. Verification of gross income includes one of the following:

- 1) most recent pay stub reflecting current wages, or
- 2) most recent W-2, or
- 3) most recent tax return, or
- 4) written statement from employer.

All questions must be answered, or the application will be denied, answers with zeros, slashes, or n/a are not accepted.

Employment	If you have a job, list the amount you earn before taxes.
Other Income	List any income received from sources listed on application.  Other sources may include: spouse's income, strike benefits from union funds, veteran's benefits, training stipends, alimony, child support, non-cash benefits (SNAP, etc.), military family allotments, regular support from an absent family member or someone not living in the household, or foster care payments.
Property and Assets	Property and Assets can include but are not limited to: annuities, assets owned with another person, business accounts, certificates of deposit, farm equipment, livestock, stored grain, any home or other residence (owner occupied and not owner occupied), tools or other equipment, inheritance, mineral rights, real property (land, rental property, buildings, etc.), retirement funds, savings bonds, stocks, bonds or mutual funds.
Cash and Bank Accounts	Cash on hand, checking account, debit card accounts, savings, credit union accounts or cash app accounts (Venmo, etc.)
Household Size	The applicant, the applicant's spouse and children who are the legal responsibility of the applicant are included as members of a single household. Adult children, stepchildren, grandchildren, parents, other relatives, girlfriends/boyfriends, girlfriends' and boyfriends' children, and other non-related persons who reside in the household will generally not be considered the legal responsibility of the applicant and should not be counted as part of the household for purposes of determining eligibility.
Application Submission	Application for Indigent Defense services need to be submitted to the clerk of court in the county in which an individual is charged.  For court locations please go to <a href="https://www.ndcourts.gov/court-locations">https://www.ndcourts.gov/court-locations</a>

