

***Pierce County Clerk***  
***Pretrial Services***

930 Tacoma Avenue South, 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 on a criminal matter or **five** (5) business days of after service of documents in a civil matter.
  - a. The hours to apply are **Monday through Friday, 10:00 A.M. to 2:00 P.M.**
  - 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. Photo ID and 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 from 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. In regard to a criminal matter: 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.
  
4. In regard to a civil matter: Failure to report to Pretrial Services may result in a determination that you have waived your right to a public defender and/or representation in this action.

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.**