

IN THE SUPERIOR COURT OF WASHINGTON, COUNTY OF PIERCE

Petitioner/Plaintiff

Respondent/Defendant

Cause No:

**ORDER FOR COURT APPOINTED
ATTORNEY REFERRAL
FOR CONTEMPT HEARING**

(ORCAARC)

THIS MATTER having come before the Court this date for a show cause order regarding contempt, and the court having found that the Petitioner/Respondent is at a risk of incarceration as a sanction if contempt is found, it is now therefore,

ORDERED that this matter is hereby set for HEARING on the Motion for Contempt: _____ at 9:00 AM in such Room as posted, Pierce County Courthouse, County-City Building, 930 Tacoma Avenue South, Tacoma, WA 98402.

ORDERED that _____ is referred to Pretrial Services for screening to obtain representation through the Department of Assigned Counsel if he/she financially qualifies for said representation. This representation is for the contempt show cause hearing only.

To apply for legal representation you must take this order with you to the office listed below, not later than 5 business days after the service of this document on you. Failure to go to Pretrial Services may result in a determination that you have waived your right to public defender representation in this action.

Attached to this document are the instructions on how to apply for legal representation by Department of Assigned Counsel.

Pretrial Services office is located at: 930 Tacoma Ave. S., Room 108, Tacoma, WA, 98402
10:00 a.m. to 2:00 p.m. only—Monday-Friday
253-798-3781

NOTICE: THE PETITIONER'S/RESPONDENT'S PRESENCE AT THE HEARING SET FORTH ABOVE IS MANDATORY AND SHOULD THE PETITIONER/RESPONDENT FAIL TO APPEAR, THE COURT MAY ISSUE A BENCH WARRANT FOR HIS/HER APPREHENSION AND CONFINEMENT IN JAIL UNTIL SUCH TIME AS THE MATTER CAN BE HEARD.

DONE IN OPEN COURT this _____ day of _____, 20_____.

COURT COMMISSIONER

Petitioner

Respondent

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. 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 go to Pretrial Services may result in a determination that you have waived your right to a public defender 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.