

**FEDERAL WAY MUNICIPAL COURT
33325 8th AVENUE SOUTH
FEDERAL WAY, WA 98003-6325 (253) 835-3000**

HOURS FOR SCREENING: TUESDAYS, 8:30 TO 12:00 NOON

INSTRUCTIONS TO APPLY FOR PUBLIC DEFENDER

1. COME IN PERSON ON TUESDAY MORNINGS TO THE FEDERAL WAY MUNICIPAL COURT ON YOUR ARRAIGNMENT DATE OR AT LEAST TWO WEEKS BEFORE YOUR NEXT COURT DATE. SCREENING HOURS ARE BETWEEN 8:30 AND 12:00 ON TUESDAYS.

2. PAY A \$20 PROCESSING FEE IN CASH

3. YOU MUST BRING PHOTOCOPIES OF THE FOLLOWING PAPERWORK WITH YOU. ANY ORIGINALS FILED WILL NOT BE RETURNED TO YOU.

- Pay stubs showing income for the last 30 days
- Pay stubs for your spouse
- Proof of money you get from anyone living with you to help pay for basic living costs
- Income from interest, dividends or other earnings
- Award letter for Public Assistance, (AFDC), General Assistance, Food Stamps, Medicaid, poverty-related V.A. benefits, SSI, or other assistance
- Award letter for Unemployment, Social Security, Workers Compensation, pension and annuities (Don't include poverty-based income)
- Other income
- Stipend
- Rental Agreement or Mortgage Statement
- Utilities receipts
 - gas garbage
 - water sewer
 - electricity
- Car payments, car insurance statement
- Child support, day care
- Other household expenses
- Proof of any other unusual expenses paid in the past 30 days
- Handwritten statement from person you live with – if you are not contributing to the basic household expenses. This statement must include the address and telephone number of the person you are living with and their signature.
- Cash, savings, bank accounts (include joint accounts)
- Stocks, bonds, certificates of deposit
- Other real estate

FAILURE TO ATTACH SUPPORTING DOCUMENTATION WILL RESULT IN THE DELAY OF PROCESSING YOUR APPLICATION.

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