

OFFICE OF THE PUBLIC DEFENDER

Cherokee Judicial Circuit
Gordon County Office
101 Boston Road
Calhoun, Georgia 30701
706-879-2160 (phone)
706-879-2161 (fax)



DEFENDANT INSTRUCTION SHEET

Thank you for choosing the Georgia Public Defender Standards Council to represent you. Please complete the following in order for our office to process your case.

- 1. Complete the attached Application. Please provide an accurate and up to date address and phone number(s). Please be sure to sign and date the application.**
- 2. Provide proof of income (total household income). Sufficient documentation includes ONE of the following: Current pay stub, proof of Disability, social security or Unemployment. Proof of Food stamps or ANY government assistance, Child Support received or a signed and notarized statement from your employer on his/her company letterhead verifying your weekly wage. If you are unemployed, we will need a copy of your Separation Notice. If you have NO income, you may obtain an Affidavit of Indigency from our office; the top portion will need to be completed and signed by you, the bottom portion will need to be completed and signed **IN FRONT OF A NOTARY** by the person who is giving you assistance (place to live, utilities, food, etc.).**

RETURN COMPLETED FORMS ALONG WITH YOUR PROOF OF INCOME.

- 3. Pay the NON-REFUNDABLE \$50 application fee prior to your court date. Payment must be made to **CLERK OF COURT** in money order only (no cash or checks).**

Your file will not be opened and an attorney will not be assigned to you until proof of income is provided.