

OFFICE OF THE PUBLIC DEFENDER
Cherokee Judicial Circuit
CHRISTOPHER G. PAUL, CIRCUIT PUBLIC DEFENDER

Bartow County Office
114 West Cherokee Avenue
Cartersville, Georgia 30120
Telephone: 678.721.3254
Facsimile: 678.721.3255



GEORGIA
PUBLIC
DEFENDER
COUNCIL

Gordon County Office
101 S Piedmont St
Suite 12
Calhoun, Georgia 30701
Telephone: 706.879.2160

DEFENDANT INSTRUCTION SHEET

Thank you for choosing the Georgia Public Defender Standards Council to represent you. Please complete the following 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 and Notice of Application fee.**
- 2. Provide proof of income. Before your application can be processed you must provide our office with documentation to prove indigency. The items needed are determined on a case-by-case basis and may include a combination of bank statements, tax returns, SSI/SSD, Section 8, TANF, & SNAP award letters, and affidavits regarding income. A staff member will provide you with the list of items needed after your application is submitted.**
- 3. RETURN COMPLETED FORMS ALONG WITH DOCUMENTS RECEIVED TODAY IN COURT TO THE ADMINISTRATIVE STAFF OR EMAIL TO APPLY@DEFENDERCJC.ORG**
- 4. Pay the NON-REFUNDABLE \$50 application fee to our office is physically located at 101 Boston Road. Payment must be made to Clerk of Superior Court in money order only (no cash or checks).**

YOUR FILE WILL NOT BE OPENED AND ASSIGNED TO AN ATTORNEY UNTIL PROOF OF INCOME IS PROVIDED.