

OFFICIAL USE ONLY

Court Number \_\_\_\_\_  
Scheduled Date \_\_\_\_\_  
Proceeding \_\_\_\_\_

Judge/HE \_\_\_\_\_  
Petitioner \_\_\_\_\_  
Respondent \_\_\_\_\_

Date Received \_\_\_\_\_  
Date Assigned/Denied \_\_\_\_\_  
All Verification In \_\_\_\_\_

**TOMPKINS COUNTY ASSIGNED COUNSEL PROGRAM  
APPLICATION AFFIDAVIT**

Phone Number (607) 272-7487, Fax Number (607) 272-7489

DIRECTIONS: Answer *ALL* questions as directed. Failure to do so may delay the decision on this application.

I, \_\_\_\_\_, being duly sworn, state that I am financially unable to employ an attorney to represent me in the Court proceeding listed below. I am giving this information to help the Court determine my eligibility for a Court appointed attorney.

PERSONAL INFORMATION INFORMATION ON THE CLIENT ONLY

1. Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

Street \_\_\_\_\_ Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email address: \_\_\_\_\_ (for Attorney use only)

Telephone: Home \_\_\_\_\_ Contact (Day): \_\_\_\_\_ (name) \_\_\_\_\_

2. Marital Status: (Check one) Social Security No: \_\_\_\_\_

Single \_\_\_\_\_ Married \_\_\_\_\_ Married but separated \_\_\_\_\_ Divorced \_\_\_\_\_ Widowed \_\_\_\_\_

If currently Married, Spouses Full Name: \_\_\_\_\_

3. Number of dependents living WITH you: Spouse \_\_\_\_\_ Children \_\_\_\_\_

4. Number of dependents NOT living with you: Spouse \_\_\_\_\_ Children \_\_\_\_\_

COURT AND PROCEEDING/CHARGE YOU ARE RESPONSIBLE TO GET US THIS INFORMATION

5. The charge(s) or type of proceeding(s) for which you request an attorney is \_\_\_\_\_

6. The Court that will hear your case is \_\_\_\_\_ Return Date \_\_\_\_\_

7. The Judge, (if known) is \_\_\_\_\_ Time \_\_\_\_\_

INCOME

Amount

**YOU ARE RESPONSIBLE TO PROVIDE US WITH VERIFICATION OF ALL HOUSEHOLD INCOME:**

(2 current pay stubs, statements from SSI, VA, Pension, verification of student status, bank statements, etc.)

**IF AT ANY TIME DURING THIS PROCEEDING YOUR INCOME CHANGES, YOU MUST NOTIFY THE ASSIGNED COUNSEL OFFICE IMMEDIATELY.**

8. Welfare grants (AFDC or HR) to family per month are: \$ \_\_\_\_\_ ( ) none

9. Supplemental Security Income (gold checks) to or for YOU only per month are: \_\_\_\_\_ ( ) none

10. Pension \_\_, VA \_\_, Social Security \_\_, to family per month are: \_\_\_\_\_ ( ) none

11. Unemployment benefits to family per month are: \_\_\_\_\_ ( ) none

12. Present Net Pay (Gross minus taxes only) pay from work, including self-employment casual work, or odd jobs (per week \_\_, every two weeks \_\_, per month \_\_). \_\_\_\_\_ ( ) none

13. Spouse's present Net Pay from work, including self-employment, casual work or odd jobs (per week \_\_, every two weeks \_\_, per month \_\_). \_\_\_\_\_ ( ) none

14. Other income (specify source) \_\_\_\_\_ ( ) none

15. TOTAL MONTHLY INCOME \_\_\_\_\_ ( ) none

16. If no income, how do you support yourself?  
\_\_\_\_\_

IF YOU RECEIVE AFDC OR TANF YOU DO NOT HAVE TO COMPLETE THE REMAINDER OF THIS APPLICATION. YOU MUST SIGN THE OATH AND THE PERMISSION TO RELEASE INFORMATION ON THE LAST PAGE. Also, please see line 50 if you would like to request a specific attorney.

ASSETS

17. Cash on hand, in bank accounts, or being held for you \$ \_\_\_\_\_ ( ) none
18. Family interest in land, house or buildings (estimate value less amount owed) \_\_\_\_\_ ( ) none
19. Family interest in trailer (estimate value less amount owed) \_\_\_\_\_ ( ) none
20. Value of stocks, bonds or notes or insurance policies \_\_\_\_\_ ( ) none
21. List the source and value of all expected income (including tax refunds, debts owed to you , law suits, etc.)  
for \_\_\_\_\_ ( ) none  
for \_\_\_\_\_ ( ) none  
for \_\_\_\_\_ ( ) none
22. List the make, model, year and present value (less amount owed) for ALL automobiles, trucks, motorcycles, snowmobiles, campers, boats and ATV's that you and your spouse own  
for \_\_\_\_\_ ( ) none  
for \_\_\_\_\_ ( ) none  
for \_\_\_\_\_ ( ) none  
for \_\_\_\_\_ ( ) none
23. Estimated value of all collections (stamps, coins, comics, baseball cards, antiques, jewelry, etc.) \_\_\_\_\_ ( ) none
24. TOTAL VALUE OF ASSETS \_\_\_\_\_ ( ) none

EMPLOYMENT

25. Occupation (if student, give school and name and address of person(s) who are contributing to your education. \_\_\_\_\_
26. Name, address and telephone number of present employer (indicate none if unemployed). \_\_\_\_\_
27. If not currently working, give date of last employment, name and address of last employer. \_\_\_\_\_
28. Spouse's occupation (if student, give school and name and address of person (s) who are contributing to their education. \_\_\_\_\_
29. Name, address and telephone number of Spouse's present employer (indicate none if unemployed). \_\_\_\_\_
30. If spouse is not currently working, give date of last employment, name and address of last employer. \_\_\_\_\_

FINANCIAL OBLIGATION

		Amount	If Behind	How Much?
31.	Rent or mortgage payments per month	\$ _____	( ) none	_____
32.	Food per month	_____	( ) none	_____
33.	Utilities per month	_____	( ) none	_____
34.	Heating fuel per month (total year divide by 12 months)	_____	( ) none	_____
35.	Child support and/or alimony per month	_____	( ) none	_____
36.	Medical bills and/or medical insurance bill per month	_____	( ) none	_____
37.	Child Care expenses	_____	( ) none	_____
38.	Cooking fuel per month	_____	( ) none	_____
39.	Car payments per month	_____	( ) none	_____
40.	Gas/Transportation per month	_____	( ) none	_____
41.	Laundry per month	_____	( ) none	_____
42.	Sewer and water per month	_____	( ) none	_____
43.	School lunches and supplies per month	_____	( ) none	_____
44.	Union dues	_____	( ) none	_____
45.	Car and Life Insurance payments: month ____ annual ____	_____	( ) none	_____
46.	Other payments of any kind per month:			
	for _____	_____	( ) none	_____
	for _____	_____	( ) none	_____
	for _____	_____	( ) none	_____
	for _____	_____	( ) none	_____
47.	TOTAL OF MONTHLY FINANCIAL OBLIGATIONS	_____	( ) none	_____
48.	How many people do these expenses cover (including yourself)?			_____
49.	Have you been represented by an Attorney in the past? If so, Who?			_____
50.	Specific Attorney Requested			_____

Check box if requesting an attorney trained in Collaborative Law

Do you currently have a retained attorney for a procedure that this office does not cover?  Yes  No

**UNDER THE PENALTY OF PERJURY**, I declare that I have examined the above statements made by me and to the best of my knowledge and belief, they are true and correct. I hereby authorize the Court, or its representative, to verify the answers given to this affidavit.

In order to verify my answers, I hereby grant permission to the Department of Social Services, the Social Security Administration and to any banks, credit institutions, or other lending institutions to release information regarding the information contained herein to the Tompkins County Assigned Counsel Program Administration Office.

If an attorney is assigned to you, you may be required to repay the County for all or part of the cost of your defense.

\_\_\_\_\_  
Signature Date

Subscribed and sworn to before me this \_\_\_\_\_  
Day of \_\_\_\_\_, 20 \_\_\_\_.

**OFFICIAL USE ONLY:** Assigned Counsel  
Program Staff, Judge/Justice, Court Clerks  
and OAR Staff.

**BRING IN OR MAIL THE APPLICATION TO:**  
Assigned Counsel Program  
Center Ithaca Box 149  
Suite 223, 171 E. State St.  
Ithaca, NY 14850

WITNESS:  
\_\_\_\_\_  
Signature Date

**Tompkins County Assigned Counsel Program**

*Check box if you are a veteran and/or a current or former member of the United States military.*

**Date:** \_\_\_\_\_

**ACP #:** \_\_\_\_\_