

Documents that MAY be required
to complete your application

Return the missing documents to: Warren County Assigned Counsel
Office Hours are: Warren County Municipal Center
Applications 9-Noon Only 1340 State Route 9
Normal 9:00 a.m. to 5:00 p.m. Lake George, NY 12845
(518) 761-6460/761-6443(f)

If returning documents by fax you must include/have your **name and court date on one page.**

1. Identification is mandatory:

- Driver's license, DMV I.D. card, signed Social Security card, Military I.D., Learner's Permit, signed Medicaid Card, Passport, Green Card, Voter Registration Card, any Government issued I.D. card.

2. Provide proof of your monthly **income (for applicant):**

- 4 Pay stubs if paid weekly/2 pay stubs if paid bi-weekly or a statement on letterhead from employer
 Disability
 Social Security
 Worker's Compensation
 Unemployment
 Social Services
 Child Support/Alimony
 Pension/Annuity Benefit
 Retirement Benefit
 Other

3. Provide proof of **all** your monthly household **expenses:**

- Mortgage
 Property Taxes
 School Taxes
 Home Owners Insurance
 Rent
 Renters Insurance
 Water
 Utilities
 Home Fuel
 Cable/Satellite
 Telephone (include cell & track phones)
 Auto Payment
 Car Insurance
 Medical Insurance
 Life Insurance
 Medical Expenses (for example: Co-Pays)
 Pharmacy
 Credit Cards
 Loans (includes student, personal and private loans)
 Garbage
 Other (for example: Child Support, Storage Unit, Computers, Rented Appliances or Furniture, etc.)

5. Provide **any and all documents** given to you or served upon you by the Court or the Officer:

- Charges, Complaints, Summonses, Tickets, Supporting Depositions, Statements, Petitions

Applicant agrees to immediately notify the Assigned Counsel Office
of any change in financial circumstances for the duration of the case.