

**WHEN YOU APPLY FOR A PUBLIC DEFENDER**, be prepared to provide the following information. If you are married and living with your spouse, all questions must be answered, and they apply for both of you. You must show proof of all income received.

If you want to apply for a public defender, and you are not in prison; you must go in person, Monday through Friday 8:30am to 4:00pm to the following office:

Bail Administration Office  
Lancaster County Courthouse  
50 N. Duke Steet, 5<sup>th</sup> Floor  
Lancaster, PA 17602  
Telephone (717) 295-3584

**You MUST take the following things with you when you apply for a public defender:**

- 1: Criminal complaint and Police Affidavit; for traffic/non-traffic cases, a court letter confirming jail time or probation is required.
- 2: Proof of ANY income you and/or spouse receive (paycheck stubs, a statement from employer, DPA forms, Unemployment Compensation forms, SSI/SSD forms, etc.).
- 3: Most recent bank statement and current account balance.
- 4: Proof of payments made on medical bills or court ordered child support in the last 30 days.

**IMPORTANT: IF YOU APPLIED FOR A PUBLIC DEFENDER WHILE IN PRISON, YOU MUST, IN ALL CASES, REAPPLY IN THE EVENT YOU ARE RELEASED.**

**IF YOU WANT TO HIRE A PRIVATE LAWYER**, but you do not know who to call, you may contact:

Lawyer Referral Service  
[Lancaster Bar Association](#)  
28 East Orange Street  
Lancaster, PA 17602  
Telephone (717) 393-0737

The Lawyer Referral Service WILL NOT give you a free lawyer, but they can arrange a half-hour consultation with a lawyer who can handle your type of case. There is a fee for this service. The initial consultation fee is \$50.00. Call the number listed above for more information.

IF YOU HAVE ANY QUESTIONS, please call the Bail Administration Office at 717-295-3584.

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