

Eligibility Cheat Sheet

ALL NM Public Defender Offices

1. What items are required to determine if a client is indigent or not for representation by the NM Public Defender Department.

- Proof of income for applicant
- if married spouses' income,
- current award letter from HSD for Food Stamps, TANF, or General Assistance-which is approved every six months and or annually, if on Medicaid current award letter-which is approved annually
- SSI or SSDI approved annually.
- Tax returns and or W-2-these items are accepted up in through the following year claimed income until Jan.31st of prior year. Unemployment from the past year, if on benefits for less than a year client must bring in past check stub and income to be used and calculated is the weekly amount from unemployment.
- Any Office will accept an income support letter which is notarized letter from a person that is supporting the client and has been for entire year, the person that is supporting this person their signature must be notarized and must be the original. **No PD staff members may notarize any income support letters.**
- Medicaid card, EBT/TANF/GA debit card NM Unemployment debit card, bank statements.

2. Items that are **not** accepted to process an application.

3. A \$10.00 application fee is required for each and every case the client may have pending or closed and a fee must be collected regardless of status and another application processed;

<p>4. Forms of payment accepted.</p> <p><i>* If a client lives out of the State of NM, they may request an application to be sent to them and the original application must be mailed back to the office with their original signature on the application and it must be notarized along with the above mentioned required documents.</i></p>	<ul style="list-style-type: none"> • Cash (no bills larger than \$20) • Money Order
<p><u>Albuquerque Metropolitan and 2nd Judicial District</u></p> <p><u>Misdemeanor Applications</u></p> <p><u>Felony Application</u></p>	<ul style="list-style-type: none"> • Applications processed in custody clients must be informed that they are “pre-qualified and must come into the office and pay their \$10.00 processing fee to complete the application process at that time they will receive a receipt and a qualification letter that they must take to court. • All criminal cases a new application must be processed and a fee must be collected. • An application and fee must be collected on all misdemeanor & probation violations. • On Probation Violations in District Court they will <u>ALL</u> court appointed by the Judge and no application fee is required

Magistrate

All Magistrate Judges will issue an order of appointment, but it will be a condition of release that the client will have to come into the office and process an application. If in custody clients may be pre-qualified (application taken in custody). Once released from custody they must bring in proof of income and pay their application fee at that time the District Office processes their application to determine whether they are indigent.