



## OFFICE OF THE STATE PUBLIC DEFENDER

MEGAN A. RING  
STATE PUBLIC DEFENDER

**IF YOU ARE APPLYING FOR THE PUBLIC DEFENDER:** Unfortunately, you cannot actually enter our office to fill out an application at this time. This is because of coronavirus and state policy. Many courthouses are restricted too. But there are plenty of ways you can still apply to the Public Defender. Here is how you do it:

### Use A Computer

One easy way to fill out an application is if you have access to a computer and the internet

First, get a PDF application form.

- You can find this by Googling “Colorado public defender application”
- Or go here: <http://www.coloradodefenders.us/information/applying-for-a-public-defender/> and click on the link for the application.

Then, fill out the form completely, save it, and email it to: [douglas@coloradodefenders.us](mailto:douglas@coloradodefenders.us)

You will also need to include some documentation of your income—for example a paystub. This is called verification of income.

- Please **check back** and make sure your application has been received and is complete. You can do this by emailing [douglas@coloradodefenders.us](mailto:douglas@coloradodefenders.us) or calling (303) 688-3081. If you call, please be sure to leave a message.

### Use A Smartphone

If your only way to access the internet is through a smartphone, you can still fill out the application.

First, download the “Adobe Fill & Sign” app in the app store.

Next, go to <http://www.coloradodefenders.us/information/applying-for-a-public-defender/>; touch and hold the link for the application, and choose the download option; open the Adobe Fill & Sign app, navigate to the downloaded application, and fill out and sign the application in that app; finally use the share feature in the app to email the application to the above email address ([douglas@coloradodefenders.us](mailto:douglas@coloradodefenders.us)).

(On an iPhone, the share button is a box with an arrow pointing up; on an android it is this symbol < with dots in the corners.)

### Drop Off, Mail, or Come in and Fill Out Your Application

If you want to fill out a paper application, this will still work. You can get a paper application from the jail, the courthouse, by calling and providing a mailing address to our office, or by coming in to the office and filling out an application.

DOUGLAS COUNTY REGIONAL OFFICE • 1161 S. PERRY STREET, SUITE 200  
CASTLE ROCK, COLORADO 80104  
PHONE: (303) 688-3081 • FAX: (303) 688-9682

First, fill out the form completely. You can call to ask what else might be needed, like a pay stub.

Then, mail your application to: 1161 S. Perry Street, Ste 150, Castle Rock, CO, 80104.

Or, put the completed form in our drop-box at the same address. Just go into the front door, go up the stairs, and leave the application in the drop box.

Or come into the office, go to the same upstairs area and there is a work station setup for you fill out your application. Once completed just put it in the drop box.

- Finally, please **confirm** that your application got there and you are approved. You can do this by emailing [douglas@coloradodefenders.us](mailto:douglas@coloradodefenders.us) or calling (303) 688-3081.

### **Call Our Office, Follow Up**

If you have any questions about the application process, call our main number. The administrative staff will be happy to help: (303) 688-3081. You will have to leave a message and we will call you back as quickly as possible. Please be sure to leave a working number and an email address if possible. The return phone call may be by a blocked number so be sure to answer your phone. If possible, we will leave you a message. If you have applied and have not heard back from our office:

- Please be sure to **FOLLOW-UP** until the process is complete.

**REMEMBER, IT IS YOUR RESPONSIBILITY TO FOLLOW-UP UNTIL THE APPLICATION HAS BEEN COMPLETELY PROCESSED.**