



# Washington State Office of Public Defense

## Fiscal Year 2027: RCW 10.101 Grant Funds **Application Form**

Please ensure that you have **read and understood the application terms and criteria** on the following page before completing this application by 5:00 p.m. Friday, April 17, 2026.

### County:

### Contact Information

Agency Name:

Agency Website:

Mailing Address Line 1:

Mailing Address Line 2:

City:

State: **WA**

Zip Code:

Statewide Vendor Number: SWV

[What is this?](#)

example: 0000123-45

### Primary Contact

Name:

Title:

Email:

Phone:

Ext:

### Secondary Contact

Name:

Title:

Email:

Phone:

Ext:

#### OPD OFFICE USE ONLY

Review complete:

Amount Awarded:

Grant Number:

Check Number:

Payment Complete:

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## Rules for Applying

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### Terms and Criteria for Submitting this Application

This application must be completed and submitted electronically.

As you move through the application, you will be asked to attach required supporting documents. These attachments are a required part of your submission.

Check the [Public Defense Improvement Page](#) for any updates.

### Important Notes

- All questions must be answered, and all required fields must be completed. Applications with blank sections or missing information **will not be accepted**.
- Do not print and fill out this application by hand.
- Applications submitted in any format other than the digital PDF will not be accepted.
- County applications must be submitted through **Managed File Transfer** ([mft.wa.gov](https://mft.wa.gov)). You will receive login credentials from [PDIP@opd.wa.gov](mailto:PDIP@opd.wa.gov) prior to the application deadline.

### Documents You Will Need to Submit

You must attach the following documents directly to your PDF application form as part of your submission. See instructions in [Section 8](#).

#### Required for all applicants:

- County's Public Defense Standards
- Indigency Screening Forms
- 4th Quarter 2025 Certifications
- Complaint Policy and Procedure forms or related documents
- Currently effective public defense contracts

#### If applicable to your agency:

- Case-Weighting Policy
- Organizational Chart of the County's Public Defense Agency
- LFOs, Payment Schedules, Fee Scales, or related documents
- Attorney Performance Evaluation Policy or Criteria

*\* Attempting to complete this application in browser mode will not allow you to attach.*

If you need help navigating or completing this application, contact: [PDIP@opd.wa.gov](mailto:PDIP@opd.wa.gov) [↗](#) before the application due date, April 17, 2026.

I have read and understand the terms and criteria for submitting this application.

## Definitions

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**Case** - The filing of a document with the court naming a person as defendant or respondent, to which an attorney is appointed to provide representation. When asked about “cases” or “case numbers” in this application, assume we are looking for individual cases, not case weights, case credits, or payment points, unless specifically stated.

### Case Types:

- **Juvenile Offender** – A criminal case in which the person accused of committing a crime is a youth, and the case is being heard in juvenile court or the juvenile division of the superior court.
- **Adult Felony** – A criminal case in which the defendant is either an adult, and the alleged conduct is classified as a felony. Youths may also fit in this category if the juvenile court or juvenile division of the superior court refuses to hear the case (known as a “decline”).
- **Adult Gross Misdemeanor/Misdemeanor** – A criminal case in which the defendant is an adult and the alleged conduct is not a felony (i.e., a misdemeanor or gross misdemeanor).
- **ITA** – Involuntary Treatment Act. These are civil cases in which the state seeks the commitment of the respondent/defendant for evaluation or treatment, or both, of a “mental disorder” or “substance use disorder.”
- **Becca Case** – Truancy, Children-in-Need-of-Services (CHINS), At-Risk Youth (ARY) cases.
- **Dependency** – A case regarding the care and safety of youth in relationship to their parents/caregivers. A child is determined to be “dependent” on the state if they have been abandoned, abused, neglected, or have no parent/guardian/caregiver. The stated goal is to reunite families.

**Case weighting** – A system for accounting for complexity, seriousness, or other extraordinary time commitments of certain types cases and, therefore, adjusting the number of maximum case assignments. A weighting system may compensate for a case type by increasing or decreasing the weight given to a case type. Case weighting systems may only be used if the local government entity adopts and publishes written policies and procedures for implementing such a system.

**Defendant** – The person answering or responding to a criminal charge. The state has accused these people of committing a crime, and they are defending themselves against the accusations. In juvenile cases, the “defendant” is referred to as the respondent.

**Diversion** – An agreement or program in which a defendant agrees to participate for some benefit. Typically, a defendant agrees to certain conditions (e.g., complete community service hours, pay restitution, not commit any other crimes, abstain from alcohol, stay away from a particular person or place, engage in some sort of treatment evaluation and follow-through) for a certain timeframe which results in dismissal of charges. These diversion agreements can be pre-filing or post-filing.

**Indigent** – Unable to afford private counsel. A legal determination of whether someone is indigent is made by a judicial officer in accordance with [RCW 10.101.010](#). Generally, someone is indigent if they receive certain public assistance, involuntarily committed to a public mental health facility, receiving income 125% below the federal poverty level, or unable to pay the anticipated costs of defending themselves against the accusations against them.

**Judicial Officer** – Includes judges, court commissioners, and those acting in a temporary and limited judicial capacity (i.e., judges pro tem).

**Permitted and Prohibited Uses** – See prohibited uses as detailed in [County/City Use of State Public Defense Funding](#) OPD Policy.

**Public Defense / Public Defense Services** – The entire system of providing legal representation and other services to indigent defendants/respondents. Public defense services encompass administration, investigative, social work, community support, as well as traditional trial defense representation. In Washington, public defense services also include non-criminal matters such as representation of parents in child abuse or neglect cases.

**Public Defender** – A licensed attorney who vigorously represents indigent persons in court proceedings at public expense. A public defender works in a county or city public defense agency, a non-profit public defense agency, a private firm or solo practice on a contractual basis, or by court appointment.

**RALJ** – An acronym for “Rules for Appeals from Courts of Limited Jurisdiction.” RALJ appeals are cases in which there is an appeal to the county’s superior court from the county’s district court or a municipal court.

**Supplanting Funds** – Use of state funds to replace existing city or county funds for public defense. For a simple example, if the jurisdiction budgets \$500,000 for public defense, and subsequently receives RCW 10.101 funds in the amount of \$20,000, jurisdictions are prohibited from reducing their city or county-funded public defense budgets by \$20,000. Supplanting funds is NOT an authorized use of RCW 10.101 funds.

**WSBA** – Washington State Bar Association.

## Section 1 – 2025 County Public Defense Expenditures

**1.01** Report the county’s expenditures broken down by category below.

Superior Court	Amount
Adult Felony	
Juvenile Offender	
Juvenile Dependency and Termination of Parental Rights – Representation of Children	
Becca, Truancy, At-Risk-Youth, CHINS	
Involuntary Treatment Act (ITA) and Civil Commitments – Mental Health/Alcohol	
Other costs	
	<b>Sub Total</b>

District Court	Amount
Adult Misdemeanor/Gross Misdemeanor, RALJs Appeals	
Other costs	
	<b>Sub Total</b>

General Public Defense Funds	Amount
Other costs	
	<b>Sub Total</b>

I verify that the calculations provided are correct.

**1.02** Approximately how much did the county spend on the following public defense services in 2025?

Public Defense Service Category	Amount
Investigation	Unknown
Experts	Unknown
Social workers/social services/mitigation specialists	Unknown
Interpreter services for attorney-client meetings	Unknown

**1.03 a.** Does the county contract with cities to provide public defense services for municipal cases?

**b.** If yes, do any of the figures submitted in questions **1.01** and **1.02** include expenses for defense in municipal cases? If yes, how much:

**c.** List any cities that the county provides public defense services to.


**1.04** If any of the expenses listed in Section 1 need more explanation, use the space below. *Example: “Expert, Social Work, and Investigator fees are combined.” or “Interpreter services not separately tracked.”*

## Section 2 – 2025 Case Assignments

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Some counties implement a case-weighting policy, as allowed for in Standard 3 of the Standards adopted by the WSBA and the Washington State Supreme Court.

([WA State Supreme Court Order 25700-A-1681](#))


- 2.01** a. Does the county implement a case-weighting policy?
- b. Attach your current case-weighting policy if applicable.
- ① File name example: [2.01-COUNTY-CaseWeightingPolicy.pdf](#) 
- c. What is this county’s method for counting probation violations and other post-sentencing cases?

- 2.02** Does the county provide primary public defense services through a county-run public defense agency or by contracting with a nonprofit organization?

If Yes, complete tables **A, B, and C** on the following page.

If No, complete only table **B**.

- 2.03** If you answered “**Yes**” to Question 2.02, attach an organizational chart for the county or nonprofit public defense agency, if applicable.

① File name example: [2.03-COUNTY-Org-Chart.pdf](#) 

- 2.04** Does the county have a sufficient number of contract attorneys to meet its public defense needs? Please describe.

- 2.05** Does the county provide adult pre-filing or post-filing diversion programs (including relicensing programs) for cases filed in District Court or Superior Court? Please describe.

- 2.06** Does the county provide therapeutic court programs in the District Court or Superior Court? Please describe.

### Table A – Agency Attorney Cases Assigned

If you answered “Yes” to question 2.02, complete all the following tables. If you answered “No,” proceed to **table B**.

Report the county’s public defender agency (government or non-profit) attorney case assignments below. This data must indicate the actual number of cases, not case weights, payment points, or reassignments.

Agency Attorney Case Type	Cases assigned to all agency attorneys	Probation Violation / Post-Sentencing Cases Assigned	Total full number of FTE Agency Attorneys	Average Caseload per Attorney
Adult Felony				
Juvenile Offender				
Juvenile Dependency and Termination of Parental Rights – Representation of Children				
Becca, Truancy, At-Risk-Youth, CHINS				
ITA and Civil Commitments – Mental Health/Alcohol				
Adult Misdemeanor/Gross Misdemeanors (County cases)				
Adult Misdemeanor/Gross Misdemeanors (Municipal cases)				
RALJs Appeals		N/A		
<b>Totals</b>				

Check this box if the county **does** provide public defense services to cities (see **1.03b**) but the cases are **not** tracked separately.

## Table B – Private Attorneys / Firms Contracted with the County

If you answered “**No**” to question 2.02, complete this table.

Regarding private attorneys/firms who contract with the county or list-appointed attorneys, report those case assignments below. This data must indicate the actual number of cases, not case weights, payment points, or reassignments.

Private Attorney and/or Firm Case Types	Total Public Defense Cases Assigned	Probation Violation / Post-Sentencing Cases	Number of Contracted or List-Appointed Attorneys
Adult Felony			
Juvenile Offender			
Juvenile Dependency and Termination of Parental Rights – Representation of Children			
Becca, Truancy, At-Risk-Youth, CHINS			
ITA and Civil Commitments – Mental Health/Alcohol			
Adult Misdemeanor/Gross Misdemeanors (County cases)			
Adult Misdemeanor/Gross Misdemeanors (Municipal cases)			
RALJs Appeals		N/A	
<b>Totals</b>			

Check this box if the county **does** provide public defense services to cities (see **1.03b**) but the cases are **not** tracked separately.

### Table C – County or Nonprofit Public Defense Agency Staffing (FTEs)

If you answered “Yes” to question 2.02, complete the table below.

Use this table to report staffing levels for the county or nonprofit public defense agency. List the number of funded full-time equivalent (FTE) positions and the number of current vacancies for each job category.

Job Category	Funded FTE Positions	Vacant Positions
Supervising Attorneys		
Attorneys		
Investigators		
Social Workers or Mitigation Specialists		
Attorney Assistant *		
Administrative Staff **		
Other (please specify)		
Other (please specify)		
Other (please specify)		

\* Attorney Assistant refers to employees who directly support attorneys in legal representation and client services. Examples include trial assistant, legal assistant, paralegal, and docket clerk staff.

\*\*Administrative Staff refers to employees who provide office services rather than direct attorney or client services. Examples include reception, information technology, human resources, and finance.

- 2.07** a. Of all the county's filed felony cases, approximately what percentage are represented by appointed public defense attorneys? %
- b. Of all the county's filed misdemeanor cases, approximately what percentage are represented by appointed public defense attorneys? %

## Section 3 – Fiscal Year 2027 Grant Funds

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**3.01** Indicate which areas the county plans to improve in Fiscal Year 2027 using RCW 10.101 grant funds, based on the list below. For more information visit OPD's [County/City Use of State Public Defense Funding Policy](#).

### FY 2027 Approved Uses


1. Creating or expanding a county or regional public defense agency
2. Funding an attorney coordinator to manage public defense attorney contracts
3. Adding attorneys to reduce public defense caseloads
4. Adding investigator services
5. Adding expert services
6. Increasing public defense attorney compensation
7. Providing public defense services at preliminary appearance calendars
8. Providing social work or sentencing mitigation as part of public defense representation
9. Providing interpreter services for attorney-client interviews and communications
10. Reimbursement of training costs
11. Investment in technological solutions (e.g., case management systems)
12. Paying membership dues to organizations that support public defense training, practice, or advocacy (Examples: WSBA, ABA, WDA, WACDL, NAPD, NACDL)
13. Increase support staff to reduce attorney workloads
14. Professional evaluation of public defense system performance by a public defense expert.
15. Other. Please specify:

## Section 4 – 2025 Court / County Information

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**4.01** a. When did the county last update its public defense standards ordinance? (As required by [RCW 10.101.030](#))

b. Attach the county's current local standards.

① File name example: [4.01-COUNTY-PDStandards.pdf](#) 

**4.02** a. Does the county charge indigency screening fees? If yes, indicate how much. See ([RCW 10.101.010 – 020](#))

Superior Court

District Court

Juvenile Court

b. Attach the county's indigency screening form if applicable.

① File name example: [4.02-COUNTY-IndigentScreenForm.pdf](#) 

**4.03** a. Describe the county's **Superior Court** indigency screening procedure.

b. Describe the county's **District Court** indigency screening procedure.

c. Describe the county's **Juvenile Court** indigency screening procedure.

**4.04** a. If attorney costs are ordered or assessed, indicate the rates below. Check all that apply:



Superior Court – Rate Type	Approximate Rate or Range
Standard Rate	
Variable Rate	
Rarely Assessed	n/a
Never Assessed	n/a

District Court – Rate Type	Approximate Rate or Range
Standard Rate	
Variable Rate	
Rarely Assessed	n/a
Never Assessed	n/a

Juvenile Court – Rate Type	Approximate Rate or Range
Standard Rate	
Variable Rate	
Rarely Assessed	n/a
Never Assessed	n/a

b. How and when are recoupment LFOs imposed, and how frequently do these impositions occur? Describe the process below.

c. Attach any related documents to screening procedures.

 File name example: 4.04-COUNTY-RecoupLFO.pdf 

## Section 5 – WSBA Standards for Indigent Defense Services

[RCW 10.101.060](#) requires each county that receives state funds to document to the Washington State Office of Public Defense that it is meeting the [WSBA Standards for Indigent Defense Services](#), or that state funds are being used to make “appreciable, demonstrable improvements in the delivery of public defense services.” OPD uses the WSBA Standards as its baseline framework for reviewing these applications. Where the Washington Supreme Court has adopted applicable indigent defense standards, OPD will also treat documented progress toward implementing those court standards as an appreciable, demonstrable improvement under RCW 10.101.060. The following questions address many of the provisions set forth in statute and the WSBA Standards for Indigent Defense Services.

**5.00** Has your county adopted a formal implementation plan or schedule to come into compliance with new caseload limit standards? Describe.

### Standard One – Compensation

**5.01.1** Are agency-employed public defense attorneys compensated at a comparable rate to local prosecuting attorneys including benefits and job classifications? If no, explain.

**5.01.2** Are contract public defense attorneys compensated at rates comparable to local prosecuting attorneys, including consideration of benefits and job classifications based on caseload and case complexity?

**5.01.3** How does the county compensate public defense attorneys for duties beyond standard case representation (such as being on-call, staffing court calendars, or covering specialty courts)?

- 5.01.4** Do the county's public defense contracts (including sub-contracts and assigned counsel policies) require the attorneys to compensate conflict counsel? If yes, explain.
- 5.01.5** Does the county provide for extra compensation in cases of extraordinary complexity? If no, explain.
- 5.01.6** Do attorneys have opportunities to appeal an adverse decision regarding extraordinary compensation?
- 5.01.7** Are public defense attorneys, whether contract or appointed, compensated on a per case or flat rate basis?  
If yes, what steps are you taking to eliminate this form of compensation?

### **5.01.8 Average Compensation for Contract and Assigned Counsel**

For each case type listed below, provide the average base compensation rate paid in 2025, average monthly caseloads, and describe any additional compensation provided. *Examples may include “trial days, travel, or preliminary appearance calendar coverage.”*

#### **Superior Court Felonies – Class A, Persistent Offender**

\$ Rate: Average Monthly Caseload:

Additional Compensation:

#### **Superior Court Felonies – Class B**

\$ Rate: Average Monthly Caseload:

Additional Compensation:

#### **Superior Court Felonies – Class C**

\$ Rate: Average Monthly Caseload:

Additional Compensation:

#### **Superior Court Felonies – Other**

\$ Rate: Average Monthly Caseload:

Additional Compensation:

#### **Juvenile Court Offender Cases**

\$ Rate: Average Monthly Caseload:

Additional Compensation:

#### **“Becca” Cases – (Truancy, Contempt, At-Risk-Youth, CHINS)**

\$ Rate: Average Monthly Caseload:

Additional Compensation:

#### **ITA and Civil Commitment – (Mental Health/Alcohol)**

\$ Rate: Average Monthly Caseload:

Additional Compensation:

#### **District Court Misdemeanors and Gross Misdemeanors**

\$ Rate: Average Monthly Caseload:

Additional Compensation:

#### **Appeals from Courts of Limited Jurisdiction to Superior Court (RALJ)**

\$ Rate: Average Monthly Caseload:

Additional Compensation:

## **Standard Two - Duties and Responsibilities**

### **5.02.1 Superior Court - Access to Counsel at Early Court States**

For each of the following stages, indicate if a public defense attorney is present and representing the defendant.

#### **a. In-custody first appearance hearings**

(Where bail or conditions of release are addressed, as defined in [CrR 3.2.1](#))

If no, describe when and how defendants first have access to counsel.

#### **b. Out-of-custody initial or first appearance hearings**

If no, describe when and how defendants first have access to counsel.

#### **c. Consultation before first appearance or arraignment**

Do defendants have an opportunity to consult with a public defense attorney before their first appearance or arraignment hearing?

### **5.02.2 Juvenile Court - Access to Counsel at Early Court States**

For each of the following stages, indicate if a public defense attorney is present and representing the defendant.

#### **a. In-custody first appearance hearings**

(Where bail or conditions of release are addressed, as defined in [JuCR 7.3](#), [JuCR 9.2\(d\)](#))

If no, describe when and how defendants first have access to counsel.

**b. Out-of-custody initial or first appearance hearings**

If no, describe when and how defendants first have access to counsel.

**c. Consultation before first appearance or arraignment**

Do defendants have an opportunity to consult with a public defense attorney before their first appearance or arraignment hearing?

**5.02.3 District Court - Access to Counsel at Early Court States**

For each of the following stages, indicate if a public defense attorney is present and representing the defendant.

**a. In-custody first appearance hearings**

(Where bail or conditions of release are addressed, as defined in [CrRLJ 3.2.1](#))

If no, describe when and how defendants first have access to counsel.

**b. Out-of-custody initial or first appearance hearings**

If no, describe when and how defendants first have access to counsel.

**c. Consultation before first appearance or arraignment**

Do defendants have an opportunity to consult with a public defense attorney before their first appearance or arraignment hearing?

## **Standard Three - Caseload Limits**

**5.03.1** Do the county's public defense contracts specify the types of cases each attorney handles and their maximum caseload? If no, explain.

**5.03.2 a.** Do attorneys' total caseloads—including private cases and public defense work from other jurisdictions—stay within the limits established by Standard 3?

**b.** Does the county require contract public defense attorneys to report all of their public defense contracts for monitoring of caseload limits?  
(See [OPD Time Reporting Policy](#))

## **Standard Four - Responsibility for Expert Witness**

**5.04.1** In 2025, did the public defense attorneys use expert witnesses?

Superior Court felonies

District Court cases

Juvenile Offender cases

If no to any, explain.

**5.04.2** Does the county maintain and allocate separate funds specifically for the purpose of paying defense experts? If no, explain.

**5.04.3** Explain public defenders' process to acquire expert witnesses.

**5.04.4** Are public defense attorneys or firms required to pay for the above expert witnesses themselves?

**5.04.5** In 2025, did the public defense attorneys use mitigation specialists and/or social workers? If no, explain.

**5.04.6** Does the county maintain and allocate separate funds specifically for the purpose of paying mitigation specialists and/or social workers? If no, explain.

**5.04.7** Explain public defenders' process to acquire mitigation specialists and/or social workers.

**5.04.8** Are public defense attorneys or firms required to pay for the above mitigation specialists and/or social workers themselves?

**5.04.9** Do the public defense attorneys and service providers have access to interpreters for confidential attorney client meetings and for document translation?

### **Standard Five - Administrative Costs**

**5.05.1** Do public defense service contracts include or allow reimbursement for administrative costs related to providing legal representation (such as travel, telephones, law library access, or electronic legal research)? If no, explain.

**5.05.2** Do all public defense attorneys have offices or access to private meeting space to accommodate confidential meetings with clients? If no, explain.

## Standard Six - Investigator Services

**5.06.1** In 2025, did attorneys utilize investigative services in public defense cases? If no, explain.

**5.06.2** Does the county allocate funds specifically for the purpose of paying defense Investigators? If no, explain.

**5.06.3** Explain public defenders' process to acquire investigators.

**5.06.4** Are public defense attorneys or firms required to pay for investigative services themselves?

**5.06.5** For cities with public defense agencies or non-profits that provide primary public defense services, describe the steps the county is taking to meet the 3:1 attorney to investigators ratio by July 3, 2028. **N/A**

## Standard Eight - Reports of Attorney Activity

- 5.08.1** Do attorneys maintain a case management and reporting system that tracks case activity and workload?

## Standard Nine - Training

- 5.09.1** Does the county require attorneys to attend seven hours of training related to criminal defense each calendar year? If no, explain.  
(See [OPD Training Policy](#) and [RCW 10.101.050](#))  
If no, explain.

- 5.09.2** For counties with a public defense agency or nonprofit providing primary public defense services, does the county provide in-house training or funding for training for non-attorney support staff?  
If no, explain.

## Standard Ten - Supervision

- 5.10.1** Does your public defense agency maintain a ratio of one full-time supervisor for every ten full-time staff attorneys?
- 5.10.2** Do public defense supervising attorneys receive a caseload reduction in order to fulfill their supervisory roles?

## Standard Eleven - Monitoring and Evaluation of Attorneys

- 5.11.1** a. Who maintains the Certifications of Compliance with the Supreme Court Standards for Indigent Defense filed in the county's court?

[CrR 3.1\(d\)\(4\)](#), [CrRLJ 3.1\(d\)\(4\)](#), [JuCR 9.2\(d\)](#)

Name:

Title:

- b. How are Certifications made available for public review?

- 5.11.2** a. Has the county verified that all attorneys providing public defense representation have filed the required Certifications for 4<sup>th</sup> Quarter 2025?

b. Attach copies of all Certifications filed by contract or list-appointed attorneys for the 4<sup>th</sup> Quarter of 2025.

① File name requirement: [5.11.2-COUNTY-Q4-2025Cert-AttorneyName.pdf](#) 

- 5.11.3** a. Does the county maintain policies or procedures for evaluating the performance of public defense attorneys?

b. Attach copies of the county's policies or procedures for public defender performance evaluation.

① File name example: [5.11.3-COUNTY-AttyPerfEvalPolicy.pdf](#) 

## **Standard Twelve - Substitution of Counsel**

- 5.12.1** a. Do any contract or assigned-counsel public defense attorneys subcontract with another attorney or firm to provide representation?
- b. If yes, describe the steps or practices the county uses to ensure subcontracted attorneys meet applicable professional standards, including the requirements of [RPC 1.8\(m\)\(1\)](#).
- 5.12.2** Describe the procedure for providing continued representation of existing clients after a contract has been terminated.

## **Standard Thirteen - Limitations on Private Practice**

- 5.13.1** Does the county require contract public defense attorneys to report all non-public defense work, including hours billed and the number and types of private cases, for caseload monitoring purposes? If no, explain. (See [OPD Time Reporting Policy](#) and [RCW 10.101.050](#))

## **Standard Fourteen - Qualifications of Attorneys**

- 5.14.1** Do all attorneys providing public defense services in the county meet the qualification requirements as identified in Standard Fourteen of the WSBA Standards for Indigent Defense Services? If no, explain.

## Standard Fifteen - Disposition of Client Complaints

**5.15.1** Who does the county designate to receive and investigate complaints about public defense services?

Name:

Title:

Email:

Phone:

Second Contact, if applicable:

Name:

Title:

Email:

Phone:

**5.15.2** If applicable, attach any supporting documents concerning the county's Attorney Complaint Process.

**a.** If available, attach the county's Attorney Complaint Form.

① File name example: 5.15.2-COUNTY-AttyComplaintForm.pdf 

**b.** If available, attach the county's Attorney Complaint Policy or Procedure.

① File name example: 5.15.2-COUNTY-ComplaintPolicy.pdf 

## Standard Seventeen - Non-Discrimination

**5.17.1** **a.** Do the contracts (and/or assigned counsel policies) for public defense attorneys include non-discrimination clauses? If no, explain.

## Standard Eighteen - Guidelines for Awarding Defense Contracts

**5.18.1** Briefly describe the process and criteria used for selecting contract and/or assigned counsel public defense attorneys.

## **Standard Nineteen - Independence and Oversight of Public Defense Services**

**5.19.1** Do judicial officers, judicial staff, prosecutors, or law enforcement officers have any role in selecting public defense attorneys or awarding public defense contracts? (See [RCW 10.101.040](#); [GR 42](#)) If yes, describe.

**5.19.2** a. Does the county have a public defense coordinator?  
b. If yes, are they a licensed attorney?

**5.19.3** Who in the county is responsible for overseeing contract attorneys, sub-contract attorneys, and assigned counsel attorneys?

Name:

Title:

Email:

Phone:

Second Contact, if applicable:

Name:

Title:

Email:

Phone:

## **Section 6 – Public Defense Improvements and Challenges**

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- 6.01** a. Is recruiting and/or retaining a sufficient pool of defense attorneys a challenge in this county?
- b. List the county’s additional challenges to delivering public defense services in 2025.
- 6.02** Briefly explain how the challenges listed above have been addressed or resolved.
- 6.03** List specific budgetary, administrative, policy, or other public defense service improvements the county has implemented.
- 6.04** a. Has the county considered implementing the public safety sales tax as provided for in [RCW 82.14.345](#)?
- b. If yes, does the county anticipate applying public safety sales tax revenue to public defense services?

## Section 7 – Attorney Contracts

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### 7.01 Public Defense Attorney Contracts

Applications that do not include all current contracts will be considered incomplete. (See [RCW 10.101.050](#)). For more instructions, see [Section 8](#).

#### Important Notes

- Attach each public defense attorney’s current contract as a separate file alphabetically by attorney last name.
- Do not submit one combined file for multiple attorneys.
- Contracts that are not named using the required format below will not be accepted.

① File name requirement: 7.01-COUNTY-Contract-AttorneyName.pdf



## County Public Defense Service Providers in Effect for 2026

Complete the table below with information for all public defense attorneys. Applications with an incomplete table may be considered incomplete. If you require more than the 38 lines provided below, contact [PDIP@opd.wa.gov](mailto:PDIP@opd.wa.gov)

Attorney's Full Name	Email	Firm	WSBA Bar #	Contract, List-Appointed, or both?	Number and Type of Cases Under Contract, if applicable
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## County Public Defense Service Providers in Effect for 2026, continued

Attorney's Full Name	Email	Firm	WSBA Bar #	Contract, List-Appointed, or both?	Number and Type of Other Cases Under Contract, if applicable
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## Section 8 – Attachment Verification and Signature Page

### Naming Your Documents

Each attached file must be named using the required format, starting with the question number, followed by the applying county’s name, and the document name.

If a file is not named correctly, you will be asked to rename and reupload the attachment.

### How to Attach

1. Click the **Attach** icon  throughout the application to launch the attachment panel.
2. Click the **paperclip** with the **plus sign**. 
3. Select your document and attach it.

**Initial** the box to confirm the document has been attached. If the document does not apply to your county, select **“Not Applicable”** instead. If you want to review the question related to an attachment, click the question number in the attachment list to jump directly to that part of the application.

Question	File Name Requirement	Attached	N/A
<b>2.01</b>	<u>2.01-COUNTY-CaseWeightingPolicy.pdf</u>		
<b>2.03</b>	<u>2.03-COUNTY-PD-Org-Chart.pdf</u>		
<b>4.01</b>	<u>4.01-COUNTY-PDStandards.pdf</u>		
<b>4.02</b>	<u>4.02-COUNTY-IndigentScreenForm.pdf</u>		
<b>4.04</b>	<u>4.04-COUNTY-RecoupLFO.pdf</u>		
<b>5.11.2</b>	<u>5.11.2-COUNTY-Q4-2025Cert-AttorneyName.pdf</u>		
<b>5.11.3</b>	<u>5.11.3-COUNTY-AttyPerfEvalPolicy.pdf</u>		
<b>5.15.2</b>	<u>5.15.2-COUNTY-AttyComplaintForm.pdf</u>		
<b>7.01</b>	<u>7.01-COUNTY-Contract-AttyName.pdf</u>		

### Declaration

*I declare under penalty of perjury under the laws of the State of Washington that the foregoing information is true and correct.*

Signature:

Title:

Printed Name:

Place:

Date:

Submit your application through [MFT.wa.gov](https://mft.wa.gov) ↗  
 Problems with your login? Contact [PDIP@opd.wa.gov](mailto:PDIP@opd.wa.gov)