



# Washington State Office of Public Defense

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## 2026 RCW 10.101 GRANT FUNDS APPLICATION

COMPLETE AND SIGN BY FRIDAY, JULY 25, 2025

### Contact Information

COUNTY:

PRIMARY CONTACT

SECONDARY CONTACT

Name:

Name:

Job Title:

Job Title:

Email:

Email:

Phone:

ext:

Phone:

ext:

AGENCY NAME:

Mailing Address Line 1:

Mailing Address Line 2:

City:

State: **WA** Zip Code:

Statewide Vendor Number (SWV):

 [What is this?](#)

OPD OFFICE USE ONLY				
Review complete:	Amount Awarded:	Grant Number:	Check Number:	Payment Complete:
<div></div>	<div></div>	<div></div>	<div></div>	<div></div>

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## Attachments Preparation

Throughout this application, you will be prompted to attach required supporting documentation.

- ① **Please note: Printing and filling out this application by hand will remove the ability to attach documents within the application's PDF functionality. Applications submitted in another other format will not be accepted. If you require assistance navigating or completing this application in digital PDF form, please contact:**

Sarah D. Lawson - *Administrative Assistant, Office of Public Defense Improvement Program*  
(360) 890-1235 || [Sarah.Lawson@opd.wa.gov](mailto:Sarah.Lawson@opd.wa.gov)

**For efficiency during this county application review, please have the following documentation prepared and named with the corresponding filename conventions:**

Document	File Name
<input type="checkbox"/> Case-weighting policy (2.01)*	<u>2.01-COUNTY-CaseWeightingPolicy.pdf</u>
<input type="checkbox"/> Organizational Chart of County's Public Defense Agency (2.03)	<u>2.03-COUNTY-PD-Org-Chart.pdf</u>
<input type="checkbox"/> County's Public Defense Standards (4.01)	<u>4.01-COUNTY-PDStandards.pdf</u>
<input type="checkbox"/> Indigency Screening Forms (4.02)	<u>4.02-COUNTY-IndigentScreenForm.pdf</u>
<input type="checkbox"/> LFO, Payment Schedule, Fee Scales, etc. (4.03)	<u>4.03-COUNTY-RecoupLFO.pdf</u>
<input type="checkbox"/> 2nd Quarter 2025 Certifications (5.11.2)	<u>5.11.2-COUNTY-Q2-2024Cert-AttorneyName.pdf</u>
<input type="checkbox"/> Attorney Performance Evaluation Policy or Criteria (5.11.3)*	<u>5.11.3-COUNTY-AttyPerfEvalPolicy.pdf</u>
<input type="checkbox"/> Complaint Policy and Procedure forms, etc. (5.15.2)*	<u>5.15.2-COUNTY-AttyComplaintForm.pdf</u>
<input type="checkbox"/> Currently effective public defense contracts (7.01)	<u>7.01-COUNTY-Contract-AttyName.pdf</u>
<i>* If applicable or available</i>	

I understand and have named my documents according to the aforementioned requirements.

## DEFINITIONS

**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 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 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 I: 2024 County Public Defense Expenditures

**1.01 In 2024, the total costs for county indigent defense services were as follows:**

<b>A. SUPERIOR COURT</b>	
<b>i. Adult Felony:</b> To be included in this category: Fugitive complaints; special inquiry proceedings; material witness proceedings; coroner inquest proceedings; hearings or proceedings on remand from appellate courts; personal restraint petitions; and habeas petition hearings in Superior Court where counsel is appointed.	
<b>ii. Juvenile Offender:</b>	
<b>iii. Juvenile Dependency and Termination of Parental Rights – Representation of Children:</b>	
<b>iv. Becca, Truancy, At-Risk-Youth, CHINS:</b>	
<b>v. Involuntary Treatment Act (ITA) and Civil Commitments – Mental Health/Alcohol:</b>	
<b>vi. Other superior court costs:</b> Specify items included in Other not otherwise listed above:	
<b>Total Superior Court expenditures (sum of i through vi above):</b>	

<b>B. DISTRICT COURT</b>	
<b>vii. Adult Misdemeanor/Gross Misdemeanor, RALJs Appeals:</b>	
<b>viii. Other district court costs:</b> Specify items included in Other:	
<b>Total District Court expenditures (sum of vii through viii above):</b>	

<b>C. GENERAL INDIGENT DEFENSE FUNDS:</b> For jurisdictions that report in multiple sub-categories, include costs not otherwise provided for by the case types listed above, such as civil contempt proceedings in child support, paternity actions and runaway dependent children. If applicable, include other expenses not already included above, such as overhead or central services.	
Provide a brief description of the expenditure items included in the “General Indigent Defense” category:	

**COUNTY TOTAL INDIGENT EXPENDITURES FOR 2024:**

(sum of A+B+C)

**If the calculated total above is true and accurate, initial to verify:**

**1.02** Approximately how much was spent on the following public defense services in 2024?

- |  |         |
|--|---------|
| <b>a. Investigation:</b>   | Unknown |
| <b>b. Experts:</b>   | Unknown |
| <b>c. Social workers/social services/mitigation specialists:</b> | Unknown |
| <b>d. Interpreter services for attorney-client meetings:</b>     | Unknown |

**1.03** a. Does the county contract to handle municipal public defense cases in the district court?

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

N/A

If yes, how much?

- c. List all cities, if applicable, for which this county provides public defense services:**

N/A

**1.04** Use the space below if there are any points that need further explanation regarding the expenses reported above:

(Example: "Expert, Social Work, and Investigator fees are combined." or "Interpreter services not separately tracked.")

Section II: 2024 Case Assignments

- 2.01

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.  
([CrR 3.1 Stds](#), [CrRLJ 3.1 Stds](#), [JuCR 9.2 Stds](#))

a. Does the county implement a case-weighting policy?

📘

File-naming convention *requirement*: "2.01-COUNTY-CaseWeightingPolicy.pdf"

Attached

b. What is the county's method for counting probation violations and other post-sentencing cases?

- 2.02

Does the county have a county government public defense agency or contract with a non-profit organization to provide primary public defense services?

If Yes, complete tables A,B, and C on the following page. If No, complete only table B.

Yes

No

- 2.03

If you answered "Yes" to 2.02, attach an organizational chart of the county or non-profit public defense agency, if applicable:

N/A

📘

File-naming convention *example*: "2.03-COUNTY-Org-Chart.pdf"

Attached
- Washington State Office of Public Defense

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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 or payment points**.

A. AGENCY ATTORNEY CASES ASSIGNED		a. Number of cases assigned to all agency attorneys	b. Number of probation violation/post-sentencing cases assigned	c. Total full number of FTE agency attorneys	d. Average caseload per attorney
Superior Court	i. Adult Felony				
	ii. Juvenile Offender				
	iii. Juvenile Dependency and Termination of Parental Rights – Representation of Children:				
	iv. Becca, Truancy, At-Risk-Youth, CHINS:				
	v. ITA and Civil Commitments – Mental Health/Alcohol:				
District Court	For the following district court data entered below, separate <b>Municipal</b> cases (vii) from total <b>County</b> cases (vi).				
	vi. Adult Misdemeanor/Gross Misdemeanor (County)				
	vii. Adult Misdemeanor/Gross Misdemeanor (Municipal)	N/A	N/A	N/A	N/A
	viii. RALJs Appeals:				
TOTALS					

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 or payment points**.

B. PRIVATE ATTORNEYS/FIRMS CONTRACTED WITH COUNTY		a. Number of public defense cases assigned to all attorneys	b. Number of probation violations/post-sentencing cases assigned	c. Number of attorneys with public defense contracts (or on appointment list)
Superior Court	i. Adult Felony			
	ii. Juvenile Offender			
	iii. Juvenile Dependency and Termination of Parental Rights – Representation of Children:			
	iv. Becca, Truancy, At-Risk-Youth, CHINS:			
	v. ITA and Civil Commitments – Mental Health/Alcohol:			
District Court	For the following district court data entered below, separate <b>Municipal</b> cases (vii) from total <b>County</b> cases (vi).			
	vi. Adult Misdemeanor/Gross Misdemeanor (County)			
	vii. Adult Misdemeanor/Gross Misdemeanor (Municipal)	N/A	N/A	N/A
	viii. RALJs Appeals:			
TOTALS				

If you answered “YES” in 2.02, complete Table C below:  
Report the county’s public defender agency (government or non-profit) staffing count below.

C.		COUNTY OR NON-PROFIT PUBLIC DEFENSE AGENCY FTEs	a. Number of Full Time Equivalents	b. Vacancies	<div><i>*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.</i></div> <div><i>**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.</i></div>
Job Category	i.	Supervising Attorneys			
	ii.	Attorneys			
	iii.	Investigators			
	iv.	Social Workers or Mitigation Specialists			
	v.	Attorney Assistant*			
	vi.	Administrative Staff**			
	vii.	Other:			
	vii.	Other:			
	vii.	Other:			

2.04	Considering the data in the table(s) above,	
	a. Approximately what percentage of adult felonies and get appointed public defense representation?	%
	b. Approximately what percentage of misdemeanors get appointed public defense representation?	%

Section III: 2024 Grant Funds

**3.01** From the list of common allowed uses below, indicate the areas in which the county plans to make improvements using the 10.101 RCW Grant Funds.  
[\(WSBA Standards for Indigent Defense Services\)](#)

USE OF GRANT FUNDING:	2026	2027
1. Creating or expanding a county or regional public defense agency		
2. Providing an attorney coordinator who oversees contracts with attorneys providing public defense		
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 services 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 (case management systems)		
12. Other: <a href="#">Examples of approved and prohibited uses of funds (WSBA Standards)</a> If you select "Other," specify in the space below:		

Section IV: 2024 Court/County Information

4.01

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

MM / YYYY

b. Attach your current local standards:

File-naming convention *requirement*: "4.01-COUNTY-PDStandards.pdf"

Attached

4.02

a. Does the county charge indigency screening fees?

Superior Court:  
[\(RCW 10.101.010 – 020\)](#)  
District Court:  
Juvenile Court:

b. Describe the county’s indigency screening procedure.  
Attach the indigency screening form(s) used by the county:

N/A

N/A

File-naming convention *example*: 4.02-COUNTY-IndigentScreenForm.pdf

Attached

SUPERIOR COURT:

DISTRICT COURT:

JUVENILE COURT:

Washington State Office of Public Defense

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**4.03** If attorney costs are ordered or assessed, is there a standard recoupment amount or does it vary?

a.


	Standard (approx. range)	Varies (approx. range)	Rarely	Never
SUPERIOR				
DISTRICT				
JUVENILE				

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

c. Attach any related documentation to b. above, if applicable.

(Example: payment schedule and fee scales)

N/A

 File-naming convention *example*: "4.03-COUNTY-RecoupLFO.pdf"

N/A

*Attached*

## Section V: Washington State Bar Association 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.” The following questions address many of the provisions set forth in statute and the WSBA Standards for Indigent Defense Services.

### **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?**

N/A

If no, explain:

**5.01.2 Are contract public defense attorneys compensated at a comparable rate to local prosecuting attorneys including benefits and job classifications based on caseload and complexity of cases?**

**5.01.3 How does the county compensate public defense attorneys for additional duties?** (Example: being “on-call”, staffing calendars, or specialty court duties.)

**5.01.4 Do the county’s public defense contracts (including sub-contracts and assigned counsel policies) require the attorneys to compensate conflict counsel?** [\(RPC 1.8m\)](#)

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 What is the average compensation rate for contract or assigned counsel in 2024?

CASE TYPES		
BASE RATE	AMOUNT	ADDITIONAL COMPENSATION
Example: Superior Court Adult Felonies – Class A, Persistent Offender		
<div><div></div><div></div></div>		Trial days, Travel, preliminary appearance calendar coverage
i.a Superior Court Adult Felonies – Class A, Persistent Offender		
i.b Superior Court Adult Felonies – Other Felonies		
iii. Juvenile Court Offender Cases		
iv. “Becca” Cases (Truancy, Contempt, At-Risk-Youth, CHINS)		
v. ITA and Civil Commitment – Mental Health/Alcohol		
vi. District Court Misdemeanors and Gross Misdemeanors		
vii. Appeals from Courts of Limited Jurisdiction to Superior Court (RALJ)		

5.01.8 Are contract public defense attorneys, whether contract or otherwise, compensated on a per case or flat rate basis?

If yes, what steps are you taking to eliminate this form of compensation?

## **STANDARD TWO: Duties and Responsibilities**

### **5.02.1 In the SUPERIOR Court:**

**Are public defense attorneys present and representing defendants at:**

**a. In-custody first appearance hearings where bail is addressed? ([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 with clients prior to first appearance or arraignment hearings?**

### **5.02.2 In JUVENILE matters:**

**Are public defense attorneys present and representing juveniles at:**

**a. In-custody first appearance hearings where bail is addressed? ([JuCR 7.3](#), [JuCR 9.2\(d\)](#))**

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

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

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

**c. Consultation with clients prior to first appearance or arraignment hearings?**

### **5.02.3 In the DISTRICT Court:**

**Are public defense attorneys present and representing defendants at:**

**a. In-custody first appearance hearings where bail is addressed? ([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 with clients prior to first appearance or arraignment hearings?**

### **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.** Are the attorneys' caseloads (including private cases and public defense cases from other jurisdictions) within the limits set 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](#))

**c.** Describe the steps the county is taking to comply with WSBA caseload standards:

### **STANDARD FOUR: Responsibility for Expert Witnesses**

**5.04.1** In 2024, did the public defense attorneys use expert witnesses?

**a.** Superior Court felonies:

**b.** District Court cases:

**c.** Juvenile Offender cases:

If no, 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 2024, did the public defense attorneys use mitigation specialists and/or social workers?** If yes, briefly describe how public defense has benefited from implementing regular social work services:

**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 attorney and service providers have access to interpreters for confidential attorney client meetings and for document translation?**

## **STANDARD FIVE: Administrative Costs**

**5.05.1 Do contracts for public defense services provide for or include administrative costs associated with providing legal representation?**

*(Example: Travel, telephones, law library, electronic legal research, etc.)*

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 2024, 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 counties 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 the attorneys maintain a case reporting and case management system?

#### **STANDARD NINE: Training**

**5.09.1** Does the county require attorneys to attend seven hours of training related to criminal defense each calendar year?

(See [OPD Training Policy](#) and [RCW 10.101.050](#))

If no, explain:

**5.09.2** For counties with public defense agencies or non-profits that provide primary public defense services, does this county provide in-house training or funds for training for non-attorney support staff?

N/A

#### **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?

N/A

**5.10.2** Do public defense supervising attorneys receive a caseload reduction in order to fulfil their supervisory roles?

N/A



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

Job Title:

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

**5.11.2 Has someone from the county verified that all attorneys that provide public defense representation in the county filed Certifications for the first and second quarters of 2025?**

Attach copies of all Certifications filed by contract/assigned counsel attorneys for the 2nd Quarter of 2025.

❶ It is not necessary to provide Certifications of staff attorneys employed at county or non-profit public defense agencies.

❶ File-naming convention *requirement*: **"5.11.2-COUNTY-Q2-2025Cert-AttorneyName.pdf"**

*Attached*

**5.11.3 Does the county maintain policies/procedures for evaluating public defender performance?**

N/A

❶ File-naming convention *example*: **"5.11.3-COUNTY-AttyPerfEvalPolicy.pdf"**

N/A

*Attached*

## **STANDARD TWELVE: Substitution of Counsel**

**5.12.1 Do any of the contracted or assigned counsel public defense attorneys sub-contract with another firm or attorney to provide representation?**

If yes, describe any practice put in place by the county to ensure that subcontracted attorneys meet professional standards as required by [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 activities and hours billed, including number and types of private cases? (See [OPD Time Reporting Policy](#) and [RCW 10.101.050](#))  
If no, explain:

### **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:	Second Contact, if applicable: Name:
Job Title:	Job Title:
Email:	Email:
Phone:	Phone:

- 5.15.2** Attach the following documents concerning the county's Attorney Complaint Policy and Procedure:

- |  |     |                        |
|--|-----|------------------------|
| <b>a.</b> Attach the county's Attorney Complaint Form:<br>File-naming convention example: <u>"5.15.2-COUNTY-AttyComplaintForm.pdf"</u>     | N/A | N/A<br><i>Attached</i> |
| <b>b.</b> Attach the county's Complaint Policy or Procedure:<br>File-naming convention example: <u>"5.15.2-COUNTY-ComplaintPolicy.pdf"</u> | N/A | N/A<br><i>Attached</i> |
| <b>c.</b> Other relevant documentation:  | N/A | N/A<br><i>Attached</i> |

### **STANDARD SEVENTEEN: Non-Discrimination**

**5.17.1** 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 county judicial officers, judicial staff, county prosecutors, or law enforcement officers select public defense attorneys or award public defense contracts? ([RCW 10.101.040](#); [GR 42](#))

If yes, describe:

**5.19.2** a. Does the county have a public defense coordinator?

b. If yes, is your public defense coordinator a licensed attorney?

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

Second Contact, if applicable:

Name:

Name:

Job Title:

Job Title:

Email:

Email:

Phone:

Phone:

## Section VI: Challenges and Improvements with Public Defense

- 6.01** a. Is recruiting and/or retaining a sufficient pool of defense attorneys a challenge in the county?
- b. List the county's additional challenges to delivering public defense services in 2024:

- 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 [HB 2015](#)?
- b. If yes, does the county anticipate applying public safety sales tax revenue to public defense services?

N/A


## Section VII: Attachment Verification and Attorney Information

### 7.01 a. Provide all public defense attorney information in the table below.

Failure to complete the table may result in an incomplete application.

### b. Attach a copy of each current contract in alphabetical order by attorney name.


Failure to provide current contracts will result in an incomplete application ([RCW 10.101.050](#)).

 File-naming convention requirement: **7.01-COUNTY-Contract-AttyName.pdf**

*Attached*

### Verify that you have attached the following documents to the corresponding questions.

If you indicated “Yes” within the application for the related questions or the attachment is required, a checkbox should appear in the far-left column.

-  Each file attached must be uploaded with a file naming convention that begins with the corresponding question number, the county’s name, and the document name. If the files attached do not meet the naming convention criteria, applicants will be asked to rename and reupload their attachments.

Yes	Question	Attachments to be Verified: (Click below to navigate to the question)	Initial to Verify:
	<b>2.01</b>	* Case-weighting policy	
	<b>2.03</b>	* County public defense agency or non-profit agency Organizational Chart	
	<b>4.01</b>	County’s Public Defense Standards	
	<b>4.02</b>	Indigency Screening Forms (or related documents)	
	<b>4.03</b>	* LFO, Payment Schedule, Fee Scales, etc	
	<b>5.11.2</b>	2nd Quarter 2025 Certifications filed	
	<b>5.11.3</b>	Attorney Performance Evaluation Policy/Criteria	
	<b>5.15.2</b>	Complaint Policy and/or Procedure forms (or other related documents)	
	<b>7.01</b>	Currently effective public defense contracts	

*\*if available*

### Declaration

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

**Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Place:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## County Public Defense Service Providers in Effect for 2025

Attorney's Full Name:		Email:	Firm:	WSBA Bar #	Contract and/or List-Appointed?	Number of <b>Case Types</b> per contract (please specify)
<i>Example:</i> <b>Smith, John S.</b>		<b>J.Smith@FauxSmithLaw.com</b>	<b>Faux Smith Law PLLC</b>	<b>00000</b>	<b>List-Appointed</b>	<b>100 Felonies; 200 Misd; 3 RALJ</b>
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## County Public Defense Service Providers, continued

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