

**APPENDIX C**  
(sample Notice of Inadequate Information)

DATE

ADDRESS BLOCK  
OF APPLICANT

CASE NAME  
CASE NUMBER

TO:

Your request for indigent defense services has been received, but because it is incomplete, we are unable to determine if you qualify for services. The application is being returned to you with this notice. Please return the application to this office after you have completely filled in the following:

- \_\_\_\_\_ Section 1 – Employment
- \_\_\_\_\_ Section 2 – Other Income
- \_\_\_\_\_ Section 3 – Property and Assets
- \_\_\_\_\_ Section 4 – Cash and Bank Accounts
- \_\_\_\_\_ Section 5 – Household Size
- \_\_\_\_\_ Section 6 – Describe Extraordinary Financial Considerations
- \_\_\_\_\_ Applicant's signature is missing
- \_\_\_\_\_ Other - \_\_\_\_\_

The court will not postpone or continue hearings while you complete and resubmit the application. If you intend to resubmit the application, you should do so as soon as possible.

SIGNATURE BLOCK  
OF COURT STAFF