

**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 A – Personal Information
- \_\_\_\_\_ Section B – Job Information
- \_\_\_\_\_ Section C – Other Money Received
- \_\_\_\_\_ Section D – Assets
- \_\_\_\_\_ Section E – Vehicles
- \_\_\_\_\_ Section F – Household Size
- \_\_\_\_\_ Applicant’s signature is missing
- \_\_\_\_\_ Other - \_\_\_\_\_

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

SIGNATURE BLOCK  
OF COURT STAFF