

CDP CHECKLIST

****PLEASE READ BEFORE APPLYING FOR CDP ATTORNEY****

1. Defendant **must** have **all** paperwork before sending to Collections Windows to complete application process-the application CANNOT be processed without the required paperwork.
 - Petition-should be filled out completely.
Do not sign unless petition has already been notarized.
Collections clerk will notarize when photo id is provided.
 - SPD Financial Eligibility Worksheet
 - Most recent** payroll paystub. If able to access payroll information online, go to Law Library - LL1007 to use computers.
 - If multiple jobs, need most recent paystub for all
 - If unemployed and receiving unemployment benefits:
 - Unemployment benefit letter
 - If receive child support:
 - Printout of most recent child support payments received.
 - If receive SSI/SSDI:
 - Current year benefit letter
 - If self employed:
 - recent year's tax information.
2. Defendant should be prepared to make a down payment of \$65 when petition is approved. (Attorney cannot be assigned until down payment is made.)
3. Defendant who has current CDP appointment and is seeking attorney for new case:
 - Defendant must complete page 1 of petition and send to Collection Clerks Windows 1 or 2