



Dear Clerks of Court:

The staff at the Office of Indigent Defense Services is glad to assist your court in finding “conflict” counsel when there are not enough attorneys on the roster. To be as efficient and quick as possible, we have one contact person here at IDS for all counties and we will need you to prepare two items:

1. Please send your requests to our Communications Specialist, [Amanda Bunch](#). You can expect an update within 3 days of your request.

2. Please provide the following details in your message:
 - Name of Defendant
 - County File numbers
 - Charges
 - Name of any co-defendants
 - Name(s) of prior attorney(s), if any
 - Next Court Date
 - Type of conflict (check one):
 - _____ No contract attorneys available due to number of co-defendants
 - _____ No contract attorneys available due to the following reason(s):
