

## ***Requesting Assistance for Conflict Cases***

IDS has dedicated one receiving email account solely to conflict cases. \*\*\*This account is monitored continuously by the appointed designee.

**To request assistance from IDS in finding counsel, clerks should do the following:**

**1. Provide the following details for each client in your email:**

Name of Defendant:

County File numbers:

List of Charge(s):

Next court date:

Custody Status:

Name of any co-defendants:

Prior attorney, if any:

Type of conflict (check one):

No contract attorneys available due to number of co-defendants

No contract attorneys available due to the following:

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- 2. Send ALL requests to [IDS MAC Atty Req@nccourts.org](mailto:IDS_MAC_Atty_Req@nccourts.org). You will receive confirmation of receipt within two business days.**
- 3. Messages to request assistance are sent on the listservs on Tuesdays and Thursdays.**
- 4. Clerks will be notified by IDS as soon as an attorney is found.**