**INSTRUCTIONS FOR OBTAINING COUNSEL**

**PRIOR TO 1ST COURT SETTING**

**XI. B – Procedure for Attorney Assignment**

**Released on Bond**

If a defendant is not in custody, a District Court Judge or County Court at Law Judge must appoint counsel at the eligible defendant’s first court appearance. If a defendant wishes to request counsel prior to the initial appearance, the forms required to request counsel may be obtained at the Texas Indigent Defense Commission’s website at <http://tidc.tamu.edu/public.net>, the County of Galveston website at <https://www.galvestoncountytx.gov/our-county/district-court-administration-office/indigent-defense> {Form GC-15} or from the District or County Clerks of Galveston County. The defendant may submit these forms to the Office of District Court Administration at 600 – 59th Street, Galveston, Texas 77551.

The defendant should complete and sign the following forms when requesting a court appointed attorney prior to the defendant’s first court appearance.

1. Pauper’s Oath-Affidavit of Indigence {Form GC-05} **(IMPORTANT: this document must be sworn before a Notary Public or the Clerk. The Clerk can take your oath if you are dropping the form off in person at the Office of District Court Administration.**
2. Request for Appointment of Counsel {Form GC-04}

**All forms are available online at the website listed hereinabove.**