

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 the appropriate down payment 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