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3 **Superior Court of Washington**  
4 **For Kitsap County**

5 \_\_\_\_\_,  
6 Plaintiff

7 v.

8 \_\_\_\_\_,  
9 Defendant

Civil Admin No. 2023-

**Request and Order for  
Administrative Appointment of  
Counsel in Unfiled Unlawful  
Detainer Case**

10 In re: Application of  
11 \_\_\_\_\_,

12 [ ] an unnamed Defendant

for Appointment of Counsel in an Unfiled  
Unlawful Detainer Case

13  
14 **I. Nature of Petition**

15 The undersigned is an attorney employed by or under contract with Kitsap Legal  
16 Services (KLS), a legal aid provider contracted with the Office of Civil Legal Aid (OCLA)  
17 to provide eviction defense services. In accordance with the Standing Order Re:  
18 Appointment of Counsel of Indigent Defendants in Unlawful Detainer Actions, attorney  
seeks appointment of counsel pursuant to RCW 59.18.640(1) in an unlawful detainer  
proceeding. Petitioner has been served a Summons in an unlawful detainer  
proceeding.

19 **II. Basis for Indigency**

20 The tenant represented by the undersigned attorney is indigent and meets the standard  
for indigency under RCW 59.18.640(2) because:

21 1.1 The tenant represented by the undersigned was screened by the [ ] Eviction  
22 Defense Screening Line or [ ] Kitsap Legal Services, and:

23 [ ] Is a recipient of Temporary assistance for needy families, aged,  
blind, or disabled assistance benefits, medical care services under  
24 RCW 74.09.035, pregnant women assistance benefits, poverty-

1 related veterans' benefits, food stamps or food stamp benefits  
2 transferred electronically, refugee resettlement benefits, Medicaid,  
or supplemental security income;

3 OR,

4 [ ] Has an annual household income of 200 percent or less of the  
federal poverty guideline after taxes.

5 I declare under penalty of perjury that the foregoing is true and correct to the best of my  
6 knowledge.

7 DATED this \_\_\_\_ day of \_\_\_\_\_, 202\_\_.

8 \_\_\_\_\_  
9 [ ] Attorney for Kitsap Legal Services WSBA #  
[ ] Contracted/Conflict Attorney for KLS WSBA #

10 **ADMINISTRATIVE APPOINTMENT OF COUNSEL**

11 1. In accordance with the Standing Order Re: Appointment of Counsel of Indigent  
12 Defendants in Unlawful Detainer Actions, the Kitsap County Superior Court has  
13 delegated authority to the Superior Court Administrator to receive, review, and  
14 sign requests for appointment of counsel in unlawful detainer cases that have  
been commenced through service of a summons without filing of the Complaint  
with the Superior Court.

15 2. Pursuant to RCW 59.18.640(1), Kitsap Legal Services or an attorney contracted  
16 with Kitsap Legal Services, has requested that an attorney be appointed to  
17 represent [*insert tenant name*] in an unlawful detainer case that has been  
commenced through service of a summons.

18 3. The following KLS/Contract attorney is hereby appointed to represent the tenant  
19 applicant in the above referenced unlawful detainer case:

20 \_\_\_\_\_  
21 \_\_\_\_\_  
22 \_\_\_\_\_  
(address and phone).

23 4. Upon filing of a complaint for unlawful detainer with the Superior Court, the  
24 appointed attorney shall file a notice of appearance and continue to represent the  
tenant applicant through the duration of the case.

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DATED this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_.

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Frank A. Maiocco Jr., Court Administrator  
Kitsap County Superior Court