

## INSTRUCTIONS FOR FEE WAIVER FORMS

### **Form FW 001: Request to Waive Court Fees**

On the first page, complete the boxes on the right side of the page as follows:

1. Second box, right side: Write in the County and the Address of the Court. This information can be found on the Summons and Complaint of the lawsuit.
2. Third box, right side: Write in the case number. This information can be found on the Summons and Complaint of the lawsuit.
3. Fourth box, right side: Write in the case name. The case name is the landlord's name versus the tenant's name.

On the first page, complete items 1 through 6 as follows:

1. Item 1: Print your name, address, and phone number
2. Item 2: If you are employed, print your job title, employer's name, and employer's address
3. Item 3: If you do not have a lawyer, print "self-represented" or leave blank.
4. Item 4: Check the first box next to "Superior Court"
5. Item 5: Check Box A, Box B, or Box C. Check only one of the three.
  - a. Check Box A if you receive any of the public benefits listed. Make sure you check the box next to the public benefits you receive.
  - b. Check Box B if you do not receive any of the public benefits listed in above next to Box A AND if your monthly household income is equal to or less than the amount listed. If you check this box, you must fill out Items 7, 8, and 9 on the second page.
  - c. Check Box C if you do not fall under Box A or Box B. If you check this box, you must fill out the entire second page.
6. Item 6: Check this box if you asked the court to waive court fees in the past 6 months.

On the first page, write the date, print your name, and sign at the bottom.

On the second page, print your name and case number on top.

Complete the rest of the second page only if you marked Box 5(b) and Box 5(c) on the first page.

1. If you marked Box 5(b) on the first page, fill out Items 7, 8, and 9. This is where you put your household's monthly income.
2. If you marked 5(c) on the first page, you must fill out the entire second page. This is where you put your household's monthly income, the money and property your household owns, and your household's monthly deductions and expenses.

## **Form FW 002: Request to Waive Additional Court Fees**

**Note:** You should complete and file this form if you are requesting a jury trial.

Complete the boxes on the right side of the page as follows:

1. Second box, right side: Write in the County and the Address of the Court. This information can be found on the Summons and Complaint of the lawsuit.
2. Third box, right side: Write in the case number. This information can be found on the Summons and Complaint of the lawsuit.
3. Fourth box, right side: Write in the case name. The case name is the landlord's name versus the tenant's name.

Complete items 1 through 6 as follows:

1. Item 1: Print your name, address, and phone number
2. Item 2: If you do not have a lawyer, print "self-represented" or leave blank.
3. Item 3: Write the date of your latest fee waiver request that was granted by the court. Leave it blank if you do not have one.
4. Item 4: Check the box that applies to you only if you requested a court fee waiver recently.
5. Item 5: Check every box that you want the court to waive. Check the first box "Jury fees and expenses," if you are requesting a jury trial.
6. Item 6: Explain why you need these services.

Write the date, print your name, and sign at the bottom.

## Form FW 003: Order on Court Fee Waiver

Complete the boxes on the right side of the page as follows:

1. Second box, right side: Write in the County and the Address of the Court. This information can be found on the Summons and Complaint of the lawsuit.
2. Third box, right side: Write in the case number. This information can be found on the Summons and Complaint of the lawsuit.
3. Fourth box, right side: Write in the case name. The case name is the landlord's name versus the tenant's name.

Complete Items 1 and 2 as follows:

1. Item 1: Write your name and address
2. Item 2: If you do not have a lawyer, print "self-represented" or leave blank.

On the second the third page, print your name and case number on top of the pages.

Do not fill out anything else on this form. The court will fill out the rest.