

**Request to Not Pay Court Fees**

**Minnesota District Court**

*Affidavit for Proceeding in Forma Pauperis*

You may use this form to ask the court to “waive” your court fees if:

- You are getting need-based public assistance,
- You have a legal-aid type lawyer for this case,
- You are low-income and do not have enough income to pay for your household’s basic needs *and* your court fees.

① **Your Information** (*person asking the court to waive the fees*):

Name: \_\_\_\_\_

Street or Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone number: \_\_\_\_\_

You are the (*check one*):  Petitioner/Plaintiff  Respondent/Defendant

Clerk fills out below:

County: \_\_\_\_\_

District: \_\_\_\_\_

File #: \_\_\_\_\_

Case type:

- Adoption  Guardianship
- Conservatorship  Landlord / Tenant
- Custody  Name Change
- Child Support  Paternity
- Divorce  \_\_\_\_\_

**Why are you asking the court to cancel your court fees?** (*check one*):

②  I receive public assistance from (*check all that apply*):

- MFIP  SSI or MSA  Food Stamps  General Assistance / Discretionary Work Program
- Medical Assistance  Energy Assistance  Other need-based help (*specify*): \_\_\_\_\_

You must attach **proof** or provide proof later, if the judge asks for it.

③  I am represented by a legal-aid type lawyer.

Lawyer’s name: \_\_\_\_\_ Lawyer’s agency or program: \_\_\_\_\_

— If you checked ② or ③ above, take your form to the Court Administrator. Do **not** fill out page 2. —

④  I am low-income, and the gross **monthly** income of everyone in my household is less than the amount listed below. (*If you check this box, you **must** fill out ⑥ on page 2 of this form.*)

Family Size	Family Income	Family Size	Family Income	Family Size	Family Income
1	\$1,064	3	\$1,789	5	\$2,514
2	\$1,426	4	\$2,151	6	\$2,876

*If more than 6 people at home, add \$363 for each extra person.*

⑤  I do not have enough income to pay for my household’s basic needs *and* the court fees. (*If you check this box, you **must** fill out ⑥ and ⑦ on page 2 of this form.*)

I have good reasons for being involved in this case, and my court forms are attached. I verify that the statements made in this affidavit are true and correct.

**Do not sign yet!** You must sign this form in front of the Court Administrator or a notary.

Date: \_\_\_\_\_



\_\_\_\_\_  
*Sign here*

**Notary fills out below—**

Sworn to / affirmed before me, on this date: \_\_\_\_\_



\_\_\_\_\_  
*Signature of notary/court administrator*

**6 Income**

Check here if your income changes a lot from month to month. Fill out below based on your *average* income for the past 12 months.

**Your Monthly Income**

2. a. Gross monthly income (*before deductions*): \$ \_\_\_\_\_  
 List each payroll deduction and amount below:
- (1) \_\_\_\_\_ \$ \_\_\_\_\_  
 (2) \_\_\_\_\_ \$ \_\_\_\_\_  
 (3) \_\_\_\_\_ \$ \_\_\_\_\_  
 (4) \_\_\_\_\_ \$ \_\_\_\_\_
- b. Total deductions from your monthly paycheck: \$ \_\_\_\_\_
- c. Total monthly take-home pay (*2a. minus 2b.*): \$ \_\_\_\_\_
- d. List any other income you get each month and where it is from. Include: spousal/child support, social security, unemployment, trust income, etc.
- (1) \_\_\_\_\_ \$ \_\_\_\_\_  
 (2) \_\_\_\_\_ \$ \_\_\_\_\_  
 (3) \_\_\_\_\_ \$ \_\_\_\_\_  
 (4) \_\_\_\_\_ \$ \_\_\_\_\_
- e. Your total monthly income is (*2c. plus 2d.*): \$ \_\_\_\_\_

**Household Income**

3. a. List **all** other family members living in your home and their income.
- | Name      | Age   | Relationship | Gross Monthly Income |
|-----------|-------|--------------|----------------------|
| (1) _____ | _____ | _____        | \$ _____             |
| (2) _____ | _____ | _____        | \$ _____             |
| (3) _____ | _____ | _____        | \$ _____             |
| (4) _____ | _____ | _____        | \$ _____             |
| (5) _____ | _____ | _____        | \$ _____             |
- b. Total monthly income of **all** family members above: \$ \_\_\_\_\_
- Total monthly income and household income** (*2e. plus 3b.*): \$ \_\_\_\_\_

**7 Expenses**

**Your Money and Property**

4. a. Cash ..... \$ \_\_\_\_\_
- b. All financial accounts (*List bank name and amount*)
- (1) \_\_\_\_\_ \$ \_\_\_\_\_  
 (2) \_\_\_\_\_ \$ \_\_\_\_\_  
 (3) \_\_\_\_\_ \$ \_\_\_\_\_
- c. Cars, boats, and other vehicles
- | Make / Year | Fair Market Value | How much you still owe |
|-------------|-------------------|------------------------|
| (1) _____   | \$ _____          | \$ _____               |
| (2) _____   | \$ _____          | \$ _____               |
| (3) _____   | \$ _____          | \$ _____               |
- d. Real estate
- | Address   | Fair Market Value | How much you still owe |
|-----------|-------------------|------------------------|
| (1) _____ | \$ _____          | \$ _____               |
| (2) _____ | \$ _____          | \$ _____               |
- e. Other personal property (*jewelry, furniture, stocks, bonds, etc.*):
- | Describe  | Fair Market Value | How much you still owe |
|-----------|-------------------|------------------------|
| (1) _____ | \$ _____          | \$ _____               |
| (2) _____ | \$ _____          | \$ _____               |
| (3) _____ | \$ _____          | \$ _____               |

**Your monthly expenses**

(Do not list payroll deductions you already listed in 2b.)

5. a. Rent or house payment \$ \_\_\_\_\_  
 b. Court-ordered childcare or child support \$ \_\_\_\_\_  
 c. Court-ordered spousal support \$ \_\_\_\_\_  
 d. Installment payments for your debts (*list each below*):
- | Paid to:  | How much? |
|-----------|-----------|
| (1) _____ | \$ _____  |
| (2) _____ | \$ _____  |
| (3) _____ | \$ _____  |
| (4) _____ | \$ _____  |
- e. Any other monthly expenses (*list each below*): \$ \_\_\_\_\_
- | Paid to:  | How much? |
|-----------|-----------|
| (1) _____ | \$ _____  |
| (2) _____ | \$ _____  |
| (3) _____ | \$ _____  |
| (4) _____ | \$ _____  |
- Total monthly expenses** (*add 5a. – 5e. above*): \$ \_\_\_\_\_

**8** List any other facts you want the court to know, such as unusual medical expenses, family emergencies, etc.

---



---



---



---