

# FW-001 Request to Waive Court Fees

**CONFIDENTIAL**

If you are getting public benefits, are a low-income person, or do not have enough income to pay for your household's basic needs and your court fees, you may use this form to ask the court to waive your court fees. The court may order you to answer questions about your finances. If the court waives the fees, you may still have to pay later if:

Clerk stamps date here when form is filed.

- You cannot give the court proof of your eligibility,
- Your financial situation improves during this case, or
- You settle your civil case for **\$10,000** or more. The trial court that waives your fees will have a lien on any such settlement in the amount of the waived fees and costs. The court may also charge you any collection costs.

Fill in court name and street address:

Superior Court of California, County of San Diego  
1100 Union Street  
Same  
San Diego, CA 92101  
Central Division

Fill in case number and name:

Case Number:

Case Name:  
Smith, Sally and John

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

Name: Sally Smith  
Street or mailing address: 123 Main Street  
City: El Cajon State: CA Zip: 92020  
Phone: \_\_\_\_\_

**2 Your Job**, if you have one (job title): \_\_\_\_\_

Name of employer: County of San Diego  
Employer's address: 330 W. Broadway

**3 Your Lawyer**, if you have one (name, firm or affiliation, address, phone number, and State Bar number):

a. The lawyer has agreed to advance all or a portion of your fees or costs (check one): Yes  No

b. (If yes, your lawyer must sign here) Lawyer's signature: \_\_\_\_\_  
If your lawyer is not providing legal-aid type services based on your low income, you may have to go to a hearing to explain why you are asking the court to waive the fees.

**4 What court's fees or costs are you asking to be waived?**

- Superior Court (See Information Sheet on Waiver of Superior Court Fees and Costs (form FW-001-INFO).)  
 Supreme Court, Court of Appeal, or Appellate Division of Superior Court (See Information Sheet on Waiver of Appellate Court Fees (form APP-015/FW-015-INFO).)

**5 Why are you asking the court to waive your court fees?**

- a.  I receive (check all that apply; see form FW-001-INFO for definitions):  Food Stamps  Supp. Sec. Inc.  
 SSP  Medi-Cal  County Relief/Gen. Assist.  IHSS  CalWORKS or Tribal TANF  CAPI
- b.  My gross monthly household income (before deductions for taxes) is less than the amount listed below. (If you check 5b, you must fill out 7, 8, and 9 on page 2 of this form.)

Family Size	Family Income	Family Size	Family Income	Family Size	Family Income	If more than 6 people at home, add \$472.92 for each extra person.
1	\$1,341.67	3	\$2,287.50	5	\$3,233.34	
2	\$1,814.59	4	\$2,760.42	6	\$3,706.25	

c.  I do not have enough income to pay for my household's basic needs and the court fees. I ask the court to: (check one and you **must** fill out page 2):

- waive all court fees and costs  waive some of the court fees  
 let me make payments over time

**6**  Check here if you asked the court to waive your court fees for this case in the last six months.

(If your previous request is reasonably available, please attach it to this form and check here:)

**I declare under penalty of perjury under the laws of the State of California that the information I have provided on this form and all attachments is true and correct.**

Date: Date of signing

Sally Smith  
Print your name here

Sign here



Your name: \_\_\_\_\_

Case Number: \_\_\_\_\_

If you checked 5a on page 1, do not fill out below. If you checked 5b, fill out questions 7, 8, and 9 only. If you checked 5c, you **must** fill out this entire page. If you need more space, attach form MC-025 or attach a sheet of paper and write Financial Information and your name and case number at the top.

7  Check here if your income changes a lot from month to month. If it does, complete the form based on your average income for the past 12 months.

8 Your Gross Monthly Income

a. List the source and amount of any income you get each month, including: wages or other income from work before deductions, spousal/child support, retirement, social security, disability, unemployment, military basic allowance for quarters (BAQ), veterans payments, dividends, interest, trust income, annuities, net business or rental income, reimbursement for job-related expenses, gambling or lottery winnings, etc.

- (1) \_\_\_\_\_ \$ \_\_\_\_\_
(2) \_\_\_\_\_ \$ \_\_\_\_\_
(3) \_\_\_\_\_ \$ \_\_\_\_\_
(4) \_\_\_\_\_ \$ \_\_\_\_\_

b. Your total monthly income: \$ 0.00

9 Household Income

a. List the income of all other persons living in your home who depend in whole or in part on you for support, or on whom you depend in whole or in part for support.

Table with columns: Name, Age, Relationship, Gross Monthly Income. Rows (1) through (4) with blank lines for entry.

b. Total monthly income of persons above: \$ 0.00

Total monthly income and household income (8b plus 9b): \$ 0.00

To list any other facts you want the court to know, such as unusual medical expenses, etc., attach form MC-025 or attach a sheet of paper and write Financial Information and your name and case number at the top. Check here if you attach another page. Important! If your financial situation or ability to pay court fees improves, you must notify the court within five days on form FW-010.

10 Your Money and Property

a. Cash \$ \_\_\_\_\_

b. All financial accounts (List bank name and amount): (1) \_\_\_\_\_ \$ \_\_\_\_\_ (2) \_\_\_\_\_ \$ \_\_\_\_\_ (3) \_\_\_\_\_ \$ \_\_\_\_\_

c. Cars, boats, and other vehicles Table with columns: Make/Year, Fair Market Value, How Much You Still Owe. Rows (1) through (3) with blank lines for entry.

d. Real estate Table with columns: Address, Fair Market Value, How Much You Still Owe. Rows (1) through (2) with blank lines for entry.

e. Other personal property (jewelry, furniture, furs, stocks, bonds, etc.): Table with columns: Describe, Fair Market Value, How Much You Still Owe. Rows (1) through (2) with blank lines for entry.

11 Your Monthly Deductions and Expenses

a. List any payroll deductions and the monthly amount below: (1) \_\_\_\_\_ \$ \_\_\_\_\_ (2) \_\_\_\_\_ \$ \_\_\_\_\_ (3) \_\_\_\_\_ \$ \_\_\_\_\_ (4) \_\_\_\_\_ \$ \_\_\_\_\_

- b. Rent or house payment & maintenance \$ \_\_\_\_\_
c. Food and household supplies \$ \_\_\_\_\_
d. Utilities and telephone \$ \_\_\_\_\_
e. Clothing \$ \_\_\_\_\_
f. Laundry and cleaning \$ \_\_\_\_\_
g. Medical and dental expenses \$ \_\_\_\_\_
h. Insurance (life, health, accident, etc.) \$ \_\_\_\_\_
i. School, child care \$ \_\_\_\_\_
j. Child, spousal support (another marriage) \$ \_\_\_\_\_
k. Transportation, gas, auto repair and insurance \$ \_\_\_\_\_

l. Installment payments (list each below): Paid to: (1) \_\_\_\_\_ \$ \_\_\_\_\_ (2) \_\_\_\_\_ \$ \_\_\_\_\_ (3) \_\_\_\_\_ \$ \_\_\_\_\_

m. Wages/earnings withheld by court order \$ \_\_\_\_\_

n. Any other monthly expenses (list each below): Paid to: How Much? (1) \_\_\_\_\_ \$ \_\_\_\_\_ (2) \_\_\_\_\_ \$ \_\_\_\_\_ (3) \_\_\_\_\_ \$ \_\_\_\_\_

Total monthly expenses (add 11a-11n above): \$ 0.00

