

# WAIVER OF COURT FEES AND COSTS

## Step 1: Determining if you are eligible for a waiver

If you have been served, or if you wish to serve someone, and cannot afford to pay court fees and costs, you may not have to pay them if:

- You (**not** your child) are receiving financial aid under one or more of the following programs:
  - > SSI (Supplemental Security Income) or SSP (State Supplemental Payments Program)
  - > CalWORKs/TANF (Temporary Assistance of Needy Families - formerly AFDC)
  - > Food Stamp Program
  - > County Relief, General Relief, or General Assistance;

OR

- Your total gross monthly household income is below the levels on the Information Sheet;

OR

- Your income is not enough to pay for the everyday necessities of life for yourself and the people you support.

## Step 2: Completing the waiver application

To apply, complete the two-page Application for Waiver of Court Fees and Costs form and the top portion of the Notice of Waiver of Court Fees and Costs form.

*If you claim no income, you will be required to explain how you are supporting yourself (for example: "I am living with my parents and they are helping me until I find a job.")*

## Step 3: Court order regarding the waiver application

The Clerk may grant your application if your income is within the guidelines on the Information Sheet or present the matter to the Court for consideration. The Court will order it granted in whole or part, deny the waiver application, or order that a hearing be held to decide whether or not to grant the application.

***Depending on the outcome of your case, you may be ordered by the Court to pay the waived court fees and costs.***