

# Instructions For Completing Petition To Proceed In Forma Pauperis

- 1. All blanks and all questions MUST be filled in or answered. Dollar amounts MUST be clearly stated where requested.**
- 2. Service of a copy of this petition MUST be made on the opposing party or opposing party's attorney.**
- 3. Your petition may be dismissed or denied for failure to properly complete all information.**
- 4. If your petition is dismissed or denied, no further action may be taken without leave of court until the fees are paid. Ten (10) days after notice of the dismissal or denial the Office of Judicial Records may enter a judgment of non pros in the action or strike the appeal if the fee remains unpaid.**

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## **Definition of Terms:**

**Affidavit:** A voluntary declaration of facts written down and sworn to by the declarant before an officer authorized to administer oaths.

**Defendant:** A person who is sued in a civil or criminal proceeding.

**In Forma Pauperis:** [Latin “in the manner of a pauper”] To proceed in the manner of an indigent who is permitted to disregard filing fees and court costs.

**Petitioner:** A party who presents a petition to a court or other official body.

**Plaintiff:** The party who brings a civil suit in a court of law against another person or entity.

**PETITION TO PROCEED IN FORMA PAUPERIS**

**PHILADELPHIA COURT OF COMMON PLEAS  
PETITION/MOTION COVER SHEET**

CONTROL NUMBER:  
  
**(RESPONDING PARTIES MUST INCLUDE THIS NUMBER ON ALL FILINGS)**

**FOR COURT USE ONLY**  
ASSIGNED TO JUDGE: \_\_\_\_\_ ANSWER/RESPONSE DATE: \_\_\_\_\_  
*Do not send Judge courtesy copy of Petition/Motion/Answer/Response.  
Status may be obtained online at <http://courts.phila.gov>*

\_\_\_\_\_ Term, \_\_\_\_\_  
Month Year  
No. \_\_\_\_\_  
Name of Filing Party: \_\_\_\_\_

vs.

(Check one) Plaintiff Defendant  
(Check one) Movant Respondent  
**Has another petition/motion been decided in this case?** Yes No  
**Is another petition/motion pending?** Yes No  
*If the answer to either question is yes, you must identify the judge(s):*

**INDICATE NATURE OF DOCUMENT FILED:**

- Petition (Attach Rule to Show Cause) Motion  
Answer to Petition Response to Motion

TYPE OF PETITION/MOTION (see list on reverse side) **PETITION TO PROCEED IN FORMA PAUPERIS**  
PETITION/MOTION CODE (see list on reverse side) **MTIFP**

ANSWER/RESPONSE FILED TO (Please insert the title of the corresponding petition/motion to which you are responding):

**I. CASE PROGRAM**

**Is this case in the** (answer all questions):

**A. COMMERCE PROGRAM**

Name of Judicial Team Leader: \_\_\_\_\_  
Applicable Petition/Motion Deadline: \_\_\_\_\_  
Has deadline been previously extended by the Court?  
Yes No

**B. DAY FORWARD/MAJOR JURY PROGRAM** — Year \_\_\_\_\_

Name of Judicial Team Leader: \_\_\_\_\_  
Applicable Petition/Motion Deadline: \_\_\_\_\_  
Has deadline been previously extended by the Court?  
Yes No

**C. NON JURY PROGRAM**

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

**D. ARBITRATION PROGRAM**

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

**E. ARBITRATION APPEAL PROGRAM**

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

**F. OTHER PROGRAM:** \_\_\_\_\_

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

**II. PARTIES** (required for proof of service)  
(Name, address and telephone **number** of all counsel of record and unrepresented parties. Attach a stamped addressed envelope for each attorney of record and unrepresented party.)

**III. OTHER**

By filing this document and signing below, the moving party certifies that this motion, petition, answer or response along with all documents filed, will be served upon all counsel and unrepresented parties as required by rules of Court (see PA. R.C.P. 206.6, Note to 208.2(a), and 440). Furthermore, moving party verifies that the answers made herein are true and correct and understands that sanctions may be imposed for inaccurate or incomplete answers.

\_\_\_\_\_  
(Attorney Signature/Unrepresented Party)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Attorney I.D. No.)

**The Petition, Motion and Answer or Response, if any, will be forwarded to the Court after the Answer/Response Date. No extension of the Answer/Response Date will be granted even if the parties so stipulate.**

# Instructions for Completing Petition/Motion Cover Sheet

A Petition/Motion Cover Sheet must be attached to all Petitions, Motions, Answers or Responses filed, except for Discovery Motions and Motions for Extraordinary Relief. Sanctions will be imposed if the Cover Sheet is inaccurately completed.

Please Note the following:

- ANSWER or RESPONSE DATE.** The Motion Clerk shall enter the "Answer" or "Response" Date on the Cover Sheet. All Responses to Motions and Answers to Petitions must be filed with the Prothonotary and submitted to the Motion Clerk on or before the Response Date. Note: Summary Judgment Motions have a 30 day Response period. Except for those Motions identified in Phila.Civ.R. \*208.3(a) and (b), all other Motions have a 20 day Response period.
- ARGUMENT DATE.** The Motion Clerk shall enter the Argument Date and location on the Cover Sheet, as appropriate.
- CONTROL NUMBER.** The Motion Clerk shall assign a Control Number to all Petitions and Motions. The Responding parties must enter this Control Number on the Cover Sheet accompanying their Answer or Response.
- NATURE OF DOCUMENT FILED.** The filing party must check whether the document being filed is a Petition (in which case a Rule to Show Cause Order must be attached), a Motion, an Answer to a Petition, or a Response to a Motion. The parties must indicate whether another Petition or Motion is outstanding or has been decided and, if so, must identify the Judge(s) to whom such prior Petitions or Motions had been assigned.
- PETITION OR MOTION TYPES.** The parties must utilize the following Petition or Motion Codes and Types (and the Motion Clerk is authorized to change a filing party's designation to reflect the correct Petition or Motion Code and Type):

CODE	MOTIONS	CODE	MOTIONS	CODE	MOTIONS
MTSAL	Motion for Additional Distribution of Proceeds	MTJNP	Motion for Entry of Judgment of Non Pros	MTRWT	Motion to Return Writ of Possession or Execution
MTPHV	Motion for Admission Pro Hac Vice	MTSUP	Motion for Entry of Supersedeas	MTSAN	Motion for Sanctions
MTSVR	Motion for Alternative Service	MTEXP	Motion for Expungement of Record	MT229	Motion for Sanctions for Failure to Deliver Settlement Funds
MTAMJ	Motion to Amend Judgment	MTEOT	Motion for Extension of Time to file Certificate of Merit	MTSAS	Motion to Set Aside Sheriff's Sale
MTAMD	Motion to Amend Pleading	MTEXT	Motion for Extension of Time to answer/respond)	MTSAA	Motion to Set Aside Award
MTGAL	Motion to Appoint Guardian Ad Litem	MTEXR	Motion for Extraordinary Relief	MTIPP	Motion to Settle Incompetent/Incapacitated Person's Estate
MTAPC	Motion for Appointment of a Conservator	MTNPT	Motion to File Nunc Pro Tunc	MTSPR	Motion to Stay Proceedings
MTMCF	Motion for Approval and Distribution of Minor's Compromise	MTFUS	Motion to File Under Seal	MTWEOE	Motion to Stay Writ of Execution
MTWRD	Motion for Approval & Distribution of Wrongful Death & Survival Action	PTFMV	Motion to Fix Fair Market Value	MTSTK	Motion to Strike Pleading
MTAPS	Motion to Approve Transfer of Structured Settlement	MTINT	Motion for Interpleader	MTSJD	Motion for Summary Judgment (30 day hold)
MTADH	Motion for Assessment of Damages Hearings	MTINV	Motion to Intervene	MTRAE	Motion for Supplementary Relief in Aid of Execution
MTAMV	Motion to Auction Motor Vehicles	MTIOP	Motion to Invalidate Opt-Outs (Class Action cases)	MTRDM	Motion to Reassess Damages
MTBIF	Motion to Bifurcate	MTJAD	Motion to Join Additional Defendant	MTRF	Motion for Reimbursement of Fees
MTCIA	Motion to Certify Order for Interlocutory Appeal	MTJPL	Motion for Judgment on the Pleadings	MTRREL	Motion to Release Bond
MTCNM	Motion to Change Name	MTJJUR	Motion for Jury Out of Time	MTRDS	Motion to Remove Case from Deferred Status
MTCLC	Motion for Class Action Certification	MTLIM	Motion in Limine	MTSRC	Motion to Seal Record
MTCMP	Motion to Compel Discovery	MTMJS	Motion to Mark Judgment Satisfied	MTSEV	Motion to Sever Cases
MTCPS	Motion to Compel Payment of Settlement	MTMVR	Motion to Obtain Motor Vehicle Records	MTSPP	Motion for Specific Performance
MTCOM	Motion to Complete Terms of Sheriff's Sale	MTOPN	Motion to Open/Strike Confessed Judgment	MTRFR	Motion to Transfer
MTCST	Motion to Confirm Settlement	MTPAR	Motion for Partition	MTRRJ	Motion to Transfer Judgment
MTCNS	Motion to Consolidate Actions	MTPIC	Motion for Payment into Court	MTFTV	Motion for Title to Vehicle
MTCON	Motion for Continuance	MTPRE	Motion to Pay Rent into Escrow Account	MTWD	Motion to Withdraw Appearance
MTCOR	Motion for Coordination of Actions	MTSYS	Motion to Postpone Sheriff's Sale	MTWPS	Motion for Writ of Possession
		PTTMF	Motion for Post Trial Relief	MTWRS	Motion for Writ of Seizure
		MTPCD	Motion for Pre-Complaint Discovery	MTMIS	Miscellaneous Motion
		PRINJ	Motion for Preliminary Injunction		
MTCRT	Motion to Correct Record	MTPSA	Motion for Preliminary Settlement Approval (Class Action Cases)	CODE	PETITIONS
MTCNF	Motion for Counsel Fees	MTPDE	Motion to Preserve Documents and Evidence	PTAAR	Petition to Appoint Common Law Arbitrator
PTDOM	Motion for Delay Damages	MTIFP	Motion to Proceed In Forma Pauperis	PTARC	Petition to Appoint a Receiver
MTDJT	Motion to Demand Jury Trial	MTPRO	Motion for Protective Order	PTCAR	Petition to Compel Arbitration PTCAW
DPROB	Motion to Determine Preliminary Objections	MTQSH	Motion to Quash		Petition to Confirm Arbitration Award
MTDSC	Motion to Discontinue Case	MTRCS	Motion for Reconsideration	PTCST	Petition to Confirm Settlement PTFCT
MTDIS	Motion to Dismiss for Forum Non Conveniens	MTRPR	Motion to Redeem Premises		Petition for Contempt
MTDCN	Motion to Disqualify Counsel	MTRF	Motion to Release Escrow Funds	PTOJD	Petition to Open Default Judgment PTSNP
MTEMG	Emergency Motion	MTOPT	Motion to Remove Opt-Out of the Proposed Settlement Agreement (Class Action Cases)		Petition to Open Judgment of Non Pros
MTEST	Motion to Enforce Settlement			PTEMG	Emergency Petition
MTJDG	Motion for Entry of Default Judgment				

- CASE PROGRAM.** The party shall check the program to which the case is assigned and provide the requested program data.
- PARTIES.** The filing parties shall set forth the name, address and telephone number of all counsel of record and unrepresented parties, and must attach a stamped addressed envelope for each attorney of record and unrepresented party.
- OTHER.** The parties shall enter other relevant important information in this box – such as request for stay, emergency designation etc. – placing the Motion Clerk on notice of special handling or request.
- SIGNATURE LINE.** The Cover Sheet must be signed, dated and, if applicable, the attorney ID number must be provided.
- SERVICE.** A copy of the file-stamped Petition, Motion, Answer, Response and attachments must be served on all parties of record immediately after filing as required by Pa.R.C.P. 206.6, and Pa.R.C.P. 440.

The current version of the Petition/Motion Cover Sheet may be downloaded from The First Judicial District's Website: <http://courts.phila.gov>.



**First Judicial District of Pennsylvania  
Court of Common Pleas of Philadelphia County  
Trial Division – Civil**

	:	Term, 20_____
	:	(month) (year)
Plaintiff(s)	:	
VS.	:	
	:	NO. _____
Defendant(s)	:	

**In Forma Pauperis Order**

AND NOW, this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_, it is hereby ORDERED AND DECREED that:

1. Petitioner be permitted to proceed without paying the costs of this proceeding.
2. Petitioner be permitted to obtain service of the papers filed without cost.
3. Petitioner be permitted to proceed in forma pauperis as to any additional costs which accrue in the course of this proceeding.
4. If there is a monetary recovery by judgment or settlement in favor of the party permitted to proceed in forma pauperis, the exonerated fees and costs shall be taxed as costs and paid to the Office of Judicial Records by the party paying the monetary recovery.
5. Petitioner has a continuing obligation to inform the Court of any improvement in party’s financial circumstances that will enable the party to pay costs.
6. Filing party must obtain attested copies of the original pleading for service. If more than thirty (30) days has expired, the pleading must be reinstated first.

**BY THE COURT:**

\_\_\_\_\_  
**J.**

**First Judicial District of Pennsylvania  
Court of Common Pleas of Philadelphia County  
Trial Division – Civil**

\_\_\_\_\_, pro se  
(your name)

\_\_\_\_\_  
\_\_\_\_\_  
(full address)

\_\_\_\_\_  
(area code and telephone number)

\_\_\_\_\_  
\_\_\_\_\_  
Plaintiff(s)

VS.

\_\_\_\_\_  
\_\_\_\_\_  
Defendant(s)

:

\_\_\_\_\_, TERM, 20\_\_\_\_\_  
(month) (year)

:

NO. \_\_\_\_\_

:

**Petition to Proceed In Forma Pauperis  
and Without Payment of Bond**

**TO THE HONORABLE, THE JUDGES OF SAID COURT:**

Petitioner, (Please Print Your Name) \_\_\_\_\_, seeks leave to proceed in this matter in forma pauperis, and respectfully represents that:

1. I am the (indicate plaintiff or defendant) \_\_\_\_\_ in these proceedings.
2. I reside at (state your full address) \_\_\_\_\_  
\_\_\_\_\_
3. I have listed my sources and amounts of income truly and correctly on the attached affidavit.

4. I have the following average monthly expenses for the indicated items:

Housing: \_\_\_\_\_

Insurance: \_\_\_\_\_

Utilities: \_\_\_\_\_

Transportation: \_\_\_\_\_

(Gas): \_\_\_\_\_

Medical: \_\_\_\_\_

(Oil): \_\_\_\_\_

Loans: \_\_\_\_\_

(Electric): \_\_\_\_\_

Laundry: \_\_\_\_\_

(Phone): \_\_\_\_\_

Child Care: \_\_\_\_\_

Food: \_\_\_\_\_

Child Support: \_\_\_\_\_

Clothing: \_\_\_\_\_

5. I neither own nor have equity in any assets other than the following (state values in dollars): \_\_\_\_\_

\_\_\_\_\_

6. I am unable to pay the costs of these proceedings or to obtain the amount of costs from family or friends.

WHEREFORE, Petitioner prays that he/she be permitted to proceed in this matter in forma pauperis.

\_\_\_\_\_  
Petitioner (Print your name)

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

\_\_\_\_\_  
Petitioner (Sign your name)

**First Judicial District of Pennsylvania  
Court of Common Pleas of Philadelphia County  
Trial Division – Civil**

\_\_\_\_\_, pro se  
(your name)

\_\_\_\_\_  
\_\_\_\_\_  
(full address)

\_\_\_\_\_  
(area code and telephone number)

\_\_\_\_\_, TERM, 20\_\_\_\_\_  
(month) (year)

Plaintiff(s) :  
VS. :  
NO. \_\_\_\_\_ :  
Defendant(s) :

**Petitioner's Affidavit**  
**Pursuant to PA. R.C.P. 240**

COMMONWEALTH OF PENNSYLVANIA :  
COUNTY OF PHILADELPHIA : SS.

1. I, \_\_\_\_\_, am the (Plaintiff) (Defendant) in the above matter and because of my financial condition am unable to pay the fees and costs of prosecuting or defending the action or proceeding.
2. I am unable to obtain funds from anyone, including my family and associates, to pay the costs of litigation.
3. I represent that the information below relating to my ability to pay the fees and costs is true and correct:
  - a. Name: \_\_\_\_\_
  - Address: \_\_\_\_\_

**b. EMPLOYMENT**

*If you are presently employed, state:*

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Salary/wages

Per Month: \_\_\_\_\_

Type of Work: \_\_\_\_\_

*If you are presently unemployed, state:*

Date of last Employment: \_\_\_\_\_

Salary/Wages

Per Month: \_\_\_\_\_

Type of Work: \_\_\_\_\_

**c. OTHER INCOME WITHIN THE PAST TWELVE (12) MONTHS (state as dollar amounts)**

Business or Profession: \_\_\_\_\_

Other Self-employment: \_\_\_\_\_

Interest: \_\_\_\_\_

Dividends: \_\_\_\_\_

Pension and Annuities: \_\_\_\_\_

Social Security Benefits: \_\_\_\_\_

Support Payments: \_\_\_\_\_

Disability Payments: \_\_\_\_\_

Unemployment Compensation &

Supplemental Benefits: \_\_\_\_\_

Workman's Compensation: \_\_\_\_\_

Public Assistance: \_\_\_\_\_

Other: \_\_\_\_\_

**d. OTHER CONTRIBUTIONS TO HOUSEHOLD SUPPORT (state as dollar amounts)**

(Wife) (Husband) (Friend) Name: \_\_\_\_\_

*If your (wife) (husband) (friend) is employed, state:*

Employer: \_\_\_\_\_



Salary/Wages  
Per Month: \_\_\_\_\_

Type of Work: \_\_\_\_\_

Contributions  
From Children: \_\_\_\_\_

Contributions  
From Parents: \_\_\_\_\_

Other Contributions: \_\_\_\_\_

**e. *PROPERTY OWNED (state as dollar amounts)***

Cash: \_\_\_\_\_

Checking Account: \_\_\_\_\_

Savings Account: \_\_\_\_\_

Certificates of Deposit: \_\_\_\_\_

Real Estate  
(Including Home): \_\_\_\_\_

Motor Vehicle: Make: \_\_\_\_\_ Year: \_\_\_\_\_

Cost: \$ \_\_\_\_\_ Amount Owed: \$ \_\_\_\_\_

Stocks & Bonds: \_\_\_\_\_

Other: \_\_\_\_\_

**f. *DEBTS AND OBLIGATIONS (state as dollar amounts)***

Mortgage: \_\_\_\_\_

Rent: \_\_\_\_\_

Loans: \_\_\_\_\_

Other: \_\_\_\_\_

**g. *PERSONS DEPENDENT UPON YOU FOR SUPPORT***

(Wife) (Husband) Name: \_\_\_\_\_

Children, if any: \_\_\_\_\_ Age \_\_\_\_\_

\_\_\_\_\_ Age \_\_\_\_\_

\_\_\_\_\_ Age \_\_\_\_\_

\_\_\_\_\_ Age \_\_\_\_\_

Other Persons: \_\_\_\_\_

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

Relationship: \_\_\_\_\_

4. I understand that I have a continuing obligation to inform the Court of improvement in my financial circumstances which would permit me to pay the costs incurred herein.
5. I verify that the statements made in this affidavit are true and correct. I understand that false statements herein are made subject to the penalties of 18 Pa. C.S. §4904, relating to unsworn falsification to authorities.

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

\_\_\_\_\_  
Petitioner (Print your name)

\_\_\_\_\_  
Petitioner (Sign your name)

*Certificate of Service*

I hereby certify that a true and correct copy of the foregoing petition was properly served upon all other parties or their attorney of record on the date listed below.

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

\_\_\_\_\_  
Petitioner (Print your name)

\_\_\_\_\_  
Petitioner (Sign your name)