FIRST JUDICIAL DISTRICT, COURT OF COMMON PLEAS
TRIAL DIVISION
OFFICE OF JUDICIAL RECORDS – CIVIL

APPLICATION TO WAIVE FEES AND COSTS

PURSUANT TO PA.R.C.P. 1990

1. All blanks and all questions must be filled in or answered. If a question does not apply to you put N/A and a zero for an amount that may not apply.

2. The application may be dismissed or denied for failure to properly complete all information.

3. This application does not need to be served on the opposing parties.

4. If the court denies/dismisses the application, the party shall pay the filing fee within thirty (30) days from notice of the denial/dismissal. The party may not proceed in the action, as long as, the filing fee remains unpaid, except that the party may appeal the denial/dismissal or obtain permission from the court to proceed with another application.

5. If the fees remain unpaid, no appeal has been filed, and no further application has been filed within thirty (30) days after notice of the denial/dismissal, the Office of Judicial Records may enter a judgment of non pros, strike the appeal, or strike the pleading that was filed.

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

_____	:
(Plaintiff)	:
v.	: **Case Number _____**
	:
_____	: **Control Number _____**
(Defendant)	:

ORDER TO WAIVE FEES AND COSTS

AND NOW, this _____ day of _____, *20*_____, it is hereby ***ORDERED*** and **DECREED** that:

1. Petitioner be permitted to proceed without paying the fees and costs of this proceeding.
2. Petitioner be permitted to obtain service of the papers filed without cost.
3. Petitioner be granted a waiver as to any additional costs which accrue during this proceeding.
4. If there is a monetary recovery by judgment or settlement in favor of the party that was granted a waiver, 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 have 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

_____	:
(Plaintiff)	:
v.	: **Case Number _____**
	:
_____	:
(Defendant)	:

APPLICATION TO WAIVE FEES AND COSTS

Party Name: _____
First Middle Last

Residence: _____

City, State, Zip: _____

☐ Check the box if you are currently without a house or apartment

Do you currently receive one or more of the following public benefits?

- ☐ Supplemental Nutrition Assistance Program (SNAP) (food stamps)
- ☐ Medicaid
- ☐ Supplemental Security Income (SSI) (Not Social Security Disability Insurance (SSDI))
- ☐ Temporary Assistance to Needy Families (TANF)
- ☐ Public Housing or Section 8 Housing
- ☐ Needs-based VA Pension
- ☐ Low-Income Energy Assistance
- ☐ Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)
- ☐ Other need-based federal, state, or local program: _____ *(name of program)*

☐ Yes ☐ No

If you answered "Yes," skip the remainder of the form and sign/date the VERIFICATION

I am providing the following information about people who live with me:

I support _____ adult children, who are incapable of self-support due to a physical or mental disability

I support _____ children under 18

GROSS MONTHLY INCOME (income before paying taxes and other deductions)

$ _____ Monthly gross wages. I work as a _____ for
(job title/description)
_____.
(name of employer)

$ _____ unemployment compensation. I have been unemployed since _____.
(date)
My last employer was _____.
(name of employer)

$ _____ money received from other people.

$ _____

- ☐ Retirement/Pension
- ☐ Workers Comp
- ☐ Child/Spousal support
- ☐ Disability
- ☐ Social Security
- ☐ Other sources: _____

$ _____ Total monthly gross income

ASSETS (Current Value):

$ _____ Case

$ _____ Bank accounts or other financial assets

$ _____ Primary vehicle

$ _____ Other vehicles

$ _____ House

$ _____ Other real estate

$ _____ Other property: _____
_____
_____

$ _____ Total value of property

MONTHLY EXPENSES YOU PAY:

$ _____ Rent/mortgage payment

$ _____ Food and household supplies

$ _____ Utilities, including cell phone

$ _____ Medical and dental expenses/insurance

$ _____ Child care

$ _____ Transportation, including car payments and repairs

$ _____ Child and spousal support or alimony

$ _____ Other expenses: _____

_____

_____

$ _____ Total monthly expenses

Are there other facts that you would like the court to know about your circumstances that may help the court decide whether to grant your application, such as you are experiencing homelessness or you have health issues?

_____

_____

_____

_____

VERIFICATION

I understand that I have a continuing obligation to inform the court of an improvement in my financial circumstances that would permit me to pay the fees and costs in this case. If I fail to inform the court of any changs in my circumstances, I understand that the court may rescind the waiver of fees and costs and order me to pay those fees and costs.

I verify that the statements made in this application 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 Signature