

INSTRUCTIONS FOR FILING AN AFFIDAVIT OF INDIGENCY (POVERTY AFFIDAVIT)

If you cannot afford the filing fees for your case you can submit an Affidavit of Indigency (also known as a Poverty Affidavit) to ask the court to let you file your case without paying the filing fees and service fees.

INSTRUCTIONS FOR PREPARING AN AFFIDAVIT OF INDIGENCY (POVERTY AFFIDAVIT):

- If you are the one filing the case, enter your name as the Petitioner. Enter the other side's name as the Respondent. Also check the corresponding box below that indicating which party you are.
- Enter the civil action file number from the petition if you have one. If you do not have one, leave it blank. The clerk will provide a case number.
- Under Section A, provide the information requested in the blanks.
- Under Section B, indicate how many dependents you have, and provide the requested information about the dependents on page 2 in the blanks.
- Under Section C, provide your combined monthly income for all adults in the house.
 - In paragraph 2, state your employment status and history as prompted, and provide your current income details as prompted.
 - Enter all sources of your income in paragraph 3, and the amount of income you receive from each source.
 - Provide any supporting documentation for this information as prompted in paragraph 4.
- Under Section D, state how much money you have in checking, savings, or any other account, how much cash you have, and whether you own any stocks or bonds.
 - Provide all information about motor vehicles you own or lease and real estate you own in paragraphs 4 and 5, and describe it accordingly.
 - Under "Expenses"
- Under Section E, list every amount of every expense (i.e. bill) you have.
- Under Section F, describe any additional circumstances that make it impossible for you to pay court costs.
- Under Section G, disclose any other pending cases you have, and provide all information about the case(s) as prompted, including whether you filed an Affidavit of Indigency in any of the case(s) and the outcomes.
 - In paragraph 2, state whether you have applied for indigent status in the 12 months before the current application for indigent status, and what the outcome of each application was.
- Enter your name and the date where indicated. You will need to sign this Affidavit in the presence of a Notary Public. Then enter your name, address and telephone number, and/ or email address in the spaces provided.