

**PROCEDURE: Petition for Waiver of Fees/Costs, Affidavit of Indigency (Form CV-410A) AND Order on Petition for Waiver of Fees and Costs (Form CV-410B)**

This petition and affidavit is to be completed by an individual seeking to waive fees and costs in commencing, prosecuting or defending any matter in any circuit court. (NOTE: Other forms CV-438 or CV-440 are to be used for prisoners seeking to commence an action or special proceedings without prepayment of filing fees, costs, or security for costs.)

In order to receive a waiver, **a requester receiving aid must provide:**

- The completed Petition for Waiver of Fees and Costs – Affidavit of Indigency, Form CV-410A;
- The proposed pleading, original and required copies;
- Form CV-410B Order on Petition for Waiver of Fees and Costs with the party names and case number (if applicable) filled in; and
- A valid photo ID to verify identity if you have not already had the Petition notarized.

**If the requester does not receive aid**, he/she must complete Section 2 of the Petition and provide the following:

- The completed Petition for Waiver of Fees and Costs – Affidavit of Indigency, Form CV-410A;
- The proposed pleading, original and required copies;
- Form CV-410B Order on Petition for Waiver of Fees and Costs with the party names and case number (if applicable) filled in;
- A valid photo ID to verify identity if you have not already had the Petition notarized; and
- Paystubs for the past 30 days for any type of income, earned or unearned;
- Taxes for self employment;
- Unemployment amounts, if any received;
- Child support payments received.

If the requestor does not receive public assistance as outlined in Section 1 of the Petition, he/she will be directed to the assigned judge to review the waiver request and pleading, or to the duty judge if a case number has not yet been assigned.

NOTE: If the Petition is being submitted by mail or electronically, it must be signed and notarized prior to being sent to the Court.