

**INSTRUCTIONS FOR  
MOTION AND ORDER TO PROCEED *IN FORMA PAUPERIS* – KENT LOCATION  
(Procedure to Request Waiver of Filing Fee)**

Updated March, 2009

If you believe that you are unable to afford the filing fee in your family law or other type of court case, you may request that the court waive it. In determining whether the filing fee should be waived, the Court will apply a financial availability table based on 125% of the Federal Poverty Standard (see below). If there is a joint petition in a family law matter, your income will be added to your spouse's income in determining eligibility for a filing fee waiver.

Family Size	1	2	3	4	5	6	7	8	9 or more
<b>Maximum Monthly Income*</b>	\$ 1,128	\$ 1,518	\$ 1,907	\$ 2,297	\$ 2,687	\$ 3,076	\$ 3,466	\$ 3,855	Add \$390 for each additional person
<b>Maximum Annual Income*</b>	\$13,538	\$18,213	\$22,888	\$27,563	\$32,238	\$36,913	\$41,588	\$46,263	Add \$4,675 for each additional person

\* "Income" means net income received, after taxes and child care costs are deducted.

**FORMS TO USE: The Court has standard forms for obtaining fee waivers, which you are to use even though you may have obtained similar forms elsewhere. The forms are available at no cost from the Copy Center in the Clerk's Office (2-C) or the Family Law Facilitator (3-D).**

1. Motion and Order to Proceed *In Forma Pauperis*
2. Financial Statement

**INSTRUCTIONS:**

1. Fill out all forms completely. Be sure to sign and date the "Motion and Order" and the "Financial Statement."
2. Take the completed forms along with your completed Petition or Complaint to the *Ex Parte* Department (Room 1-J, on the 1st Floor of the Kent Regional Justice Center) to have a Commissioner review your request and sign the order.
  - If the Commissioner signs the Order, you will be able to file your case without paying the filing fee. In a family law matter, you may be required to pay the Courthouse family law facilitator fee; also, you or your spouse may be required to pay the filing fee later if there is a joinder to the petition.
  - If the waiver is denied, you will be required to pay the filing fee to file your case.
3. After obtaining a signed, approved Order, take it and all your case initiating forms to the Cashier's Window in the Clerk's Office (Room 2-C, on the 2nd Floor of the Kent Regional Justice Center). You must file the originals of all forms the same day the Commissioner signs the order. DO NOT remove this order from the courthouse.
  - The Ex Parte Department (Room 1-J) is open 9:00 a.m. to 11:45 and 1:30 p.m. to 4:00 p.m.
  - The King County Superior Court Clerk's Office (Room 2-C) is open 8:30 a.m. to 4:30 p.m.
  - To contact Family Law Facilitators, call (206) 205-2526.
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**IN THE SUPERIOR COURT FOR THE STATE OF WASHINGTON  
IN AND FOR THE COUNTY OF KING**

vs.

Plaintiff/Petitioner,

Defendant/Respondent.

**NO.**

**MOTION AND ORDER TO PROCEED  
IN FORMA PAUPERIS**  
(Clerk's Action required)  
(ORPRFP)

**I. MOTION AND DECLARATION**

I certify under penalty of perjury, according to the laws of the State of Washington, that the following is true and correct:

I am the Applicant, and I seek an order authorizing me to proceed as an indigent person. I believe that I have valid reasons for bringing this action and that I am entitled to relief. I am unable to pay the filing fee in this case. My Financial Statement is attached and this Statement accurately describes my financial condition.

Dated at \_\_\_\_\_, Washington on \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
Applicant's Signature

**II. ORDER**

**IT IS HEREBY ORDERED THAT:**

- The case be filed without payment of the filing fee.
- The Petitioner shall pay the Family Law Facilitator surcharge fee only.
- This is a joint petition; the Respondent shall pay the filing fee prior to entry of the final decree and proof of payment be given to the court at the final hearing.
- If the Respondent joins in the Petition (i.e., joinder is filed), the filing fee shall be paid prior to the entry of the final decree and proof of payment must be given to the court at the final hearing.
- The motion is denied.
- Other: \_\_\_\_\_

DATED: \_\_\_\_\_  
\_\_\_\_\_  
Judge/Court Commissioner

Presented By: \_\_\_\_\_

