

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

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. The court order section will grant or deny the relief.

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

- The completed Petition for Waiver of Fees and Costs – Affidavit of Indigency and Order, Form CV-410; and
- The proposed pleading, original and required copies.

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 and Order, Form CV-410;
- The proposed pleading, original and required copies; 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.

Should court staff be unable to verify indigency based on information provided by a requester, the requester will be directed to the duty judge to review the waiver request and pleading for filing.