

ACCESS CENTER FEE WAIVER A-Z

FILING YOUR FEE WAIVER:

Q: What forms do I need to file a fee waiver and where can I get them?

A: For free forms, visit https://www.courts.ca.gov/selfhelp-feewaiver.htm . Note that you will have to save and print these documents on your own.

Forms to complete and file:

- FW-001 The Request to Waive Court Fees (Relevant sections only)
- FW-003 Order on Court Fee Waiver (Item numbers 1,2 and 3, if applicable, only)

Q. I'm looking at the Request for Fee Waiver forms and I am not sure which boxes to check. How do I fill these forms out?

A: Follow the general instructions below:

FW-001

Note that the information you place on this form is confidential.

1. Item 1: Fill this section out with your personal information. Use your most current mailing address.

1		rmation (person asking the court to waive the fees):			
\bigcirc	Name: YOUR FULL LEG	GAL NAME HERE			
	Street or mailing address:	YOUR CURRENT ADDRESS			
	City:	State: Zip:			
	Phone:				

2. Item 2: Your current job information goes in this section. If you are currently unemployed or have been laid-off, you may write "Unemployed."

(2)	Your Job, if you have	ve one (job title):	Unemployed
\cup	Name of employer:		
	Employer's address:		

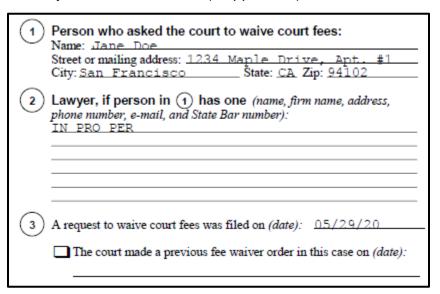
3. I		-			epresented			
(3	IN P	RO PER			filiation, addre:			
	b. (1	f yes, your lawy	er must sign he	<i>ere)</i> Lawyer's				No have to go to a
					rt to waive the j		come, you may	nave to go to a
4. I	ltem 4	: Check the	e box for S	uperior C	ourt fees.			
	4 V	SuperiorSupreme	Court (See <i>Info</i> Court, Court of	rmation Sheet Appeal, or A		Superior Court on of Superior		ts (form FW-001-INFO).) cormation Sheet on Waiver
5. I	Item 5	• If yo	ou mark bo ou mark bo	ox 5a, <i>mai</i> oxes 5b O	t you can r rk all that a R 5c, there form FW-0	<i>pply</i> . e are addit		R "c." s you must fill out
							iire additio	nal assistance.
5	a. 🗌	I receive (chec	ck all that appl i-Cal □ Cour	y; see form F nty Relief/Ge	n. Assist.	or definitions) IHSS 🔲 Ca	alWORKS or T	amps Supp. Sec. Inc.
	b. 🗶				ore deductions: on page 2 of th		ess than the am	ount listed below. (If
		Family Size	Family Income \$1,329.17	Family Size	Family Income \$2,262.50	Family Size	Family Income \$3,195.84	If more than 6 people at home, add \$466.67
	c. 🗌	(check one and waive all	\$1,795.84 enough income d you <u>must</u> fill court fees and c ke payments ov	out page 2): costs		easic needs an		for each extra person. s. I ask the court to:
	Item 6 6 mon		s box ONL	Y if you a	sked the c	ourt to wa	iive your fe	ees within the last
	6 [Check here	e if you asked evious reques	the court to	waive your o bly available,	ourt fees for please attac	r this case in ch it to this fo	the last six months. orm and check here):

7. Date and sign your request for a fee waiver under penalty of perjury.

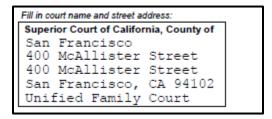
I declare under penalty of perjui on this form and all attachments	ry under the laws of the State of California that the in is true and correct.	formation I have provided
Date: 04/28/20		
John Jay Smith Print your name here	John Jay Smith Sign here	
Judicial Council of California, www.courts.ca.gov	Request to Waive Court Fees	FW-001, Page 1 of 2

FW-003:

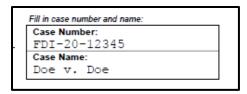
1. Only fill out items 1, 2, 3 (if applicable), AND



2. The captions for the Court (name and address), AND



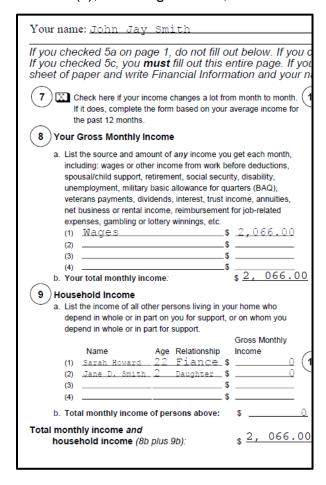
3. Finally, your court case number and court case name (if you know it).



If you have additional questions or need more guidance, read the *Information Sheet on Waiver of Superior Court Fees and Costs* form FW-001-INFO. You can also contact the ACCESS Center.

Q: I marked item number 5b OR 5c on form FW-001. Where can I find my monthly income and expenses information to answer the questions on page 2 of the FW-001?

A: This page requires you to provide more detailed answers regarding your *personal* and/or *household's* financial circumstances. To ensure you provide the most accurate information, review your recent paystubs, tax return(s)s, bank statement(s), credit card statement(s), loan statement(s), rental agreement, etc.



Q: I have completed all the forms, what do I do next?

A: Double check that you have dated and signed the documents. Then:

- 1. Make 2 copies of your completed Form FW-001, front and back.
- 2. Double-hole punch the documents at the top center of each page.
- 3. File your fee waiver forms (original FW-001, plus 2 copies, and original FW-003, no copies needed) at the Civic Center Courthouse, 400 McAllister Street, Room 103, San Francisco, CA 94102. Business hours are Monday through Friday from 8:30 a.m.-12:30 p.m. Visit www.sfsuperiorcourt.org for updated information on court operations. Inquire with the filing clerk when you will be notified of the status of your fee waiver application.