

**INSTRUCTIONS FOR APPLICATION FOR
WAIVER OF COURT FEES AND SERVICE FEES**

If you cannot afford to pay court fees and service fees, you may be able to have these fees and costs waived.

FILING FEES. Under the Shingle Springs Tribal Court Rules, where a natural person shows the Court that he or she is indigent, and the party requests a waiver of a filing fee, the Court shall waive the fee. The Court shall have discretion to condition such waiver upon the performance of up to five hours of community service for the Shingle Springs Band of Miwok Indians.

SERVICE FEES. Under the Shingle Springs Tribal Court Rules, where a natural person shows the Court that he or she is indigent and that the Court Rules require him or her to serve process on another party and the party requests that the Court to serve the process, the Court shall order such service at no cost. The Court may condition such waiver on the performance of up to two hours of community service to the Band.

The Court Rules state that the Court can waive these filing or service fees if you are “indigent” by showing three elements:

1. That your household income is below the federal poverty line for a household of that size (See Chart Below);
2. That the person has less than \$5,000.00 in liquid assets, including funds in joint or individual bank, or savings accounts; and

That the person owns, either by individual or joint ownership, assets which are worth less than \$50,000.00

2016 POVERTY GUIDELINES FOR THE 48 CONTIGUOUS STATES AND THE DISTRICT OF COLUMBIA	
Persons in family/household	Poverty guideline
For families/households with more than 8 persons, add \$4,160 for each additional person.	
1	\$11,770
2	15,930
3	20,090
4	24,250
5	28,410
6	32,570
7	36,730
8	40,890

Source: Federal Register by the U.S. Department of Health and Human Services under the authority of 42 U.S.C. 9902(2).”

CASE NAME: _____ v. _____	CASE NO.: _____
---------------------------	-----------------

CASE NO.
APPLICATION FOR WAIVER OF FEES AND
COURT COSTS
 [FOR COURT USE ONLY]

_____ PETITIONER	
v.	
_____ RESPONDENT.	

NAME OF ATTORNEY OR PETITIONER W/O ATTORNEY:	NAME ATTORNEY OR RESPONDENT W/O ATTORNEY:
ADDRESS:	ADDRESS
PHONE NUMBER:	PHONE NUMBER:
E-MAIL (OPTIONAL):	E-MAIL (OPTIONAL):

My full name is _____. I am a party in this action. I am a natural person, not a corporation, partnership, or other entity.

1. My address is _____
2. My phone number is _____
3. My Social Security number is _____ My date of birth is _____
4. I am requesting a court order waiving court fees and service fees.
5. I believe I have valid reasons for pursuing this action. My pleadings (petition, complaint, answer, appeal, or other pleading) are attached to this application.
6. I am _____ or am not _____ working. If so, I work at _____
7. If working, my salary or wages is \$ _____ (*Gross Amount*) per year \$ _____ (*Net Amount*) per year.
8. Other sources of income are \$ _____
 Social Security \$ _____ Unemployment \$ _____
9. My family size is _____ (*Include yourself, your spouse, your minor children, and other dependents in your household*). For my family size, I counted myself and those listed below:

Name	Age	Relationship to You

- Continued on Attachment 10.
10. My gross annual family income (before taxes and deductions) is \$ _____, which is less than the Federal Poverty Guidelines for my family size of _____ members. (Use federal poverty guidelines chart on Instruction Sheet)
 11. I am _____ or am not _____ willing to complete volunteer work to offset the cost of the filing fees or a portion of them.

CASE NAME:	v.	CASE NO.:
------------	----	-----------

12. I declare under penalty of perjury under the laws of the Shingle Springs Band of Miwok Indians that the foregoing is true and correct.

Date

Print Name

Signature

Address

City, State, Zip Code

Telephone Number