

YAVAPAI COUNTY
Self-Service Center

INFORMATION and INSTRUCTIONS: APPLICATION FOR DEFERRAL OR WAIVER OF COURT FEES OR COSTS AND CONSENT TO ENTRY OF JUDGMENT

INFORMATION:

1. WHAT COURT FEES AND COSTS ARE CHARGED?

Arizona law requires the Court to charge fees and costs when a court user files certain types of documents and/or needs other court services. There are various fees and costs charged for different kinds of cases, depending on what you want or need to do. You can find out the exact fees and costs that are charged for any particular matter by calling the Clerk of the Court at 928-771-3312.

Here are the most common events for which fees and costs are charged:

- * To open a new case by filing a Complaint or Petition, or filing an Answer or Response to a new court case;
- * To file a post-decree Petition or Response in a domestic relations case: for example, to enforce or change a court order for child support, legal decision-making, or parenting time;
- * To attend the Parent Education Program required in many domestic relations cases;
- * For the issuance of a Summons or Subpoena by the Clerk of Court;
- * For cost of service of process or cost of service by publication;
- * To get a photocopy or a certified copy of a court order, judgment or other document;
- * To file an appeal of a case to a higher court and to photocopy court papers for the record on appeal;
- * For court reporter or transcriber fees of court trials or hearings.

2. WHO PAYS THE COURT FEES AND COSTS?

Usually the person who wants to file a certain court document, or wants a certain type of service, must pay the fees and costs at the time of filing or service. If you are handling your own case without an attorney, be prepared to pay various fees and costs along the way. Sometimes, at the end of a case, the judge may order one or the other party to pay all the costs and fees. This means the party who is ordered to pay must also pay back any other party who has already paid court fees or costs in the case.

3. WHAT ABOUT A PARTY WHO CANNOT AFFORD TO PAY COURT FEES AND COSTS?

Sometimes, for very serious reasons, a party cannot pay court fees and costs when they are due. If this happens, the party can apply for a **DEFERRAL** or **WAIVER** of court costs and fees. ***If a deferral is granted by the court, a \$30.00 fee will be assessed in addition to the fees and costs deferred.***

- * A **WAIVER** means the party does **not** have the money to pay now and will not be able to do so in the future. As a general rule, waivers are only given at the end of a case.
- * A **DEFERRAL** means that even though the party cannot pay now, he or she may be able to pay in the future. Because in most cases a party will be able to pay in the future, the Court will usually grant a DEFERRAL rather than a WAIVER, because everyone needs to pay his or her fair share of the court fees and costs. In many cases of DEFERRAL, the Court will order the party to make regular payments during the case. Often, when payments are made regularly and on schedule, the fees and costs will be completely paid by the end of the case. If there is a

balance remaining at the end of the case and the party believes he or she cannot pay the balance, there are forms to ask the Court to waive the balance or to allow more time to pay the balance by granting a further deferral.

- * The **Application for Deferral or Waiver of Court Fees or Costs** includes a **Consent to Entry of Judgment**. This is an important document. It affects your rights and could affect your credit. By signing the Application, you agree (consent) that a judgment may be entered against you for all fees and/or costs that are deferred but are left unpaid after thirty (30) calendar days following the entry of final judgment in the case. Make sure you read and understand this consent. If a judgment is entered against you, it will be recorded at the county Recorder's office and will appear on your credit report. This will affect your ability to get credit. If your fees and costs are deferred and you are ordered to make payments, it is important to make them regularly and on time.

INSTRUCTIONS:

A. APPLICATION FOR DEFERRAL OR WAIVER OF COURT FEES AND/OR COSTS and CONSENT TO JUDGMENT:

1. Make sure your form is titled APPLICATION FOR DEFERRAL OR WAIVER OF COURT FEES OR COSTS and CONSENT TO ENTRY OF JUDGMENT in the upper right-hand part of the first page.
2. In the top left of the first page, fill in your name, mailing address and daytime telephone number.
3. Complete the names of Petitioner/Plaintiff and Respondent/Defendant as they appear on the other documents you will be filing.
4. Check the box(es) to inform the court which fees you are requesting be deferred or waived (1). Some costs require an additional form in this packet, AFFIDAVIT IN SUPPORT OF APPLICATION FOR DEFERRAL. (See B of these instructions)
5. If you believe you qualify for a waiver, and receive federal Supplemental Security Income (SSI), check both boxes (2A) and proceed to the signature page. **IMPORTANT: SSI is a special program for certain qualified persons. SSI IS NOT SOCIAL SECURITY RETIREMENT BENEFITS.** You must submit proof that you receive assistance.

OR

6. If you believe you qualify for a deferral because you receive government assistance (2B), or receive legal assistance from a non-profit legal aid program (2C), check the appropriate box that applies to your situation and proceed to the signature page. You must submit proof that you receive assistance.

OR

If you are not receiving governmental assistance and are applying for a deferral for a reason not covered above, check the appropriate box (2-D, E, F or G) and proceed to number 3 on the application and complete the financial questionnaire.

7. On page 5, read the Consent to Entry of Judgment **VERY CAREFULLY**. Be sure you understand what will happen if your Application is granted and you do not pay the fees and costs as ordered.
8. **Read the information contained in the box on page 5. Remember, if your fees and costs are deferred and you do not complete your case for any reason, the fees and costs must still be paid.**
9. On page 5, date the form, sign your name above "Applicant's Signature" and print your name below your signature.

10. Please complete and submit the attached Confidential Sensitive Data form.

B. AFFIDAVIT IN SUPPORT OF APPLICATION FOR DEFERRAL OR WAIVER OF SERVICE OF PROCESS FEE:

An **Affidavit** is a sworn statement telling the Court certain things. **You must tell the truth** in an Affidavit. It is a very serious matter if you do not tell the Court the truth.

Complete this Affidavit **only** if you are asking the Court to defer or waive the cost of service by sheriff or other law enforcement personnel (**in Arizona only**) or service by publication. **IF YOU DO NOT NEED THIS TYPE OF SERVICE, GO TO PARAGRAPH "C" FOR INSTRUCTIONS TO COMPLETE THE ORDER THE JUDGE WILL SIGN.**

Before the Court will agree to defer or waive the cost of service, you must describe what you did to try to serve the other party yourself.

1. Complete the upper part of the form the same way you did the Application.
2. If you know the residence or another place (in Arizona only) where the other party can be located, mark box A for service by sheriff or other law enforcement personnel and check which reason you have for needing this type of service. Give a full explanation if required.
3. If you do not know where the other party can be found, mark box B requesting service by publication. If you mark this box, you must fully complete the statements describing what you did to find the other party. Service by publication is the most expensive, most time-consuming way to serve. Generally, at a hearing the Court will ask you to testify under oath about what you did to try to find the other party. If the Court feels you didn't do enough, you may be required to make more attempts to find the party. If this happens, the case will take much longer to complete.
4. Perjury (lying to the Court under oath) is a crime. By signing this Affidavit, you are swearing you have told the truth, and you acknowledge that you know you may be prosecuted if you did not tell the truth. Date the form, sign your name above "Applicant's Signature" and print your name below your signature
5. Below your signature you **must** give the date and place of the other party's last known address.

C. ORDER FOR DEFERRAL OR WAIVER:

Complete the upper part of the form the same way you did the Application and Affidavit, except you will not put your name and address on the top. Fill in your name on the line after "THE COURT FINDS . . ." **THE COURT WILL COMPLETE THE REST OF THIS FORM.**

The Court will complete the Order after reviewing your Application. After the Order has been signed, a copy of it will be mailed to you so you will know whether your Application was granted or denied. If it is granted, you may then file your papers. If it is not granted, you must pay the fees at the time the papers are filed.

Person Filing: _____
Address (if not protected): _____
City, State, Zip Code: _____
Telephone: _____
Email Address: _____
Representing Self or Lawyer for _____
Lawyer's Bar Number: _____

For Clerk's Use Only

**IN THE SUPERIOR COURT OF ARIZONA
IN YAVAPAI COUNTY**

Name of Petitioner/Plaintiff

Case Number: _____

-vs-

**APPLICATION FOR DEFERRAL OR
WAIVER OF COURT FEES OR
COSTS AND CONSENT TO ENTRY
OF JUDGMENT**

Name of Respondent/Defendant

NOTICE

- A **Fee Deferral** is only a temporary postponement of the payment of the fees due. You may be required to make payments depending on your income.
- A **Fee Waiver** is usually permanent unless your financial circumstances change during the course of this court action.
- You must attach the **required proof** when filing your Application. If you do not attach the required proof, you **must** complete the financial questionnaire in section 3.
- In the Application, "I" and "you" refer to either the "Applicant" (in all case types, except for probate) or the "Estate/Ward/Protected Person" (in probate cases).

1. I cannot pay the following fees and costs in my case:

- Any or all filing fees, fees for the issuance of either a summons or subpoena, the cost of attendance at an educational program for divorce and legal separation cases required by A.R.S. § 25-352, court accountant fees and costs, court investigator fees and costs, fees for obtaining one certified copy of letters of temporary or permanent appointment, fees for obtaining one certified copy of a temporary order in a family court case or a final order, judgment, or decree in all civil proceedings.
- Fees for service of process by a sheriff, marshal, constable, or law enforcement agency.*
- Fees for service by publication.*
- Filing fees and photocopy fees for the preparation of the record on appeal.
- Court reporter or transcriber fees for the preparation of court transcripts, if the court reporter or transcriber is employed by the court.

***NOTE:** To defer or waive fees for service of process or for service by publication, you must also complete the **Affidavit in Support of Application for Deferral or Waiver of Service of Process Fee** form (Form No. AOCDFGF3F).

2. I am requesting a deferral or waiver of fees and costs in my case because:

A. I receive government assistance from the federal Supplemental Security Income (SSI) program.*

I have attached the required **proof** that I participate in the **Supplemental Security Income program**. The proof shows my name as the benefit's recipient and the name of the agency that provides the benefit.



(If you have attached proof, you do not need to complete the financial questionnaire in section 3.)

Supplemental Security Income (SSI) is **NOT the same as regular retirement benefits from the Social Security Administration or Social Security Disability Insurance (SSDI)*

OR

B. I receive government assistance from the state or federal program marked below:

Temporary Assistance to Needy Families (TANF)

Food Stamps

I have attached the required **proof** that I participate in a **government assistance program**. The proof shows my name as the benefit's recipient and the name of the agency that provides the benefit.



(If you have attached proof, you do not need to complete the financial questionnaire in section 3.)

OR

C. I receive legal assistance from a non-profit legal aid program.

I have attached the required **proof** that I receive legal assistance from a **non-profit legal aid program**. The proof shows my name as the recipient and the name of the legal aid provider that provides the assistance.



(If you have attached proof, you do not need to complete the financial questionnaire in section 3.)

OR

D. My income is insufficient or is barely sufficient to meet the daily essentials of life, and includes no allotment that could be budgeted for the fees and costs that are required to gain access to the court. My gross income as computed on a monthly basis is 150% or less of the current federal poverty level. (Note: Gross monthly income includes your share of your

spouse or domestic partner’s income if available to you.) *(See the Poverty Levels Chart in 4(H) to determine if your income is 150% or less of the poverty level.)*

OR

E. I am permanently unable to pay. My income and liquid assets are insufficient or barely sufficient to meet the daily essentials of life and are unlikely to change in the foreseeable future.

OR

F. I do not have the money to pay court filing fees and costs now. I can pay the filing fees and costs at a later date. Explain. _____

OR

G. My income is greater than 150% of the poverty level, but I have proof of extraordinary expenses (including medical expenses and costs of care for elderly or disabled family members) or other expenses that reduce my gross monthly income to 150% or below the poverty level. *(See the Poverty Levels Chart in 4(H) to determine if your income is 150% or less of the poverty level.)*

DESCRIPTION OF EXTRAORDINARY EXPENSES	AMOUNT
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL EXTRAORDINARY EXPENSES	\$ _____

H. **POVERTY LEVELS CHART.** The chart below lists the gross monthly income levels at 150% of the current federal poverty levels based on **household size**. Household size is the number of related individuals living in your home, including yourself, that you support financially. Use the chart to determine the poverty levels based on your household size and whether your gross monthly income is less than, or more than, 150% of the poverty levels.

(AS OF JANUARY 12, 2023)

Household Size (all related individuals)	Gross Monthly Income Level-150%	Household Size (all related individuals)	Gross Monthly Income Level-150%
1	\$1,823	5	\$4,393
2	\$2,465	6	\$5,035
3	\$3,108	7	\$5,678
4	\$3,750	8*	\$6,320

3. FINANCIAL QUESTIONNAIRE

You must complete the financial questionnaire unless you have attached the proof required in section 2(A) for SSI, 2(B) for government assistance, or 2(C) for non-profit legal aid program.

A. How many people, including yourself, do you support financially (including those you pay child support or spousal maintenance for)? _____

List relationship of those you support and check those living with you:

_____ _____ _____ _____
 _____ _____ _____ _____

B. Do you have a job? [] Yes [] No

Employer name: _____

Employer phone number: _____

C. What is your approximate **gross monthly income (total income before deductions)**? \$ _____

D. What is your approximate **monthly take home pay (total income after deductions)**? \$ _____

E. Do you have income from the following sources?

[] social security [] disability [] veteran's benefits
[] unemployment benefits [] spousal or child support
[] investments [] other: _____

• What is your approximate **total gross monthly income** from these sources? \$ _____

• What is your **spouse or domestic partner's approximate total gross monthly income** from all sources readily available to you? \$ _____

F. What is the approximate **total balance of bank and credit union accounts** accessible without financial penalty? \$ _____

G. What are your **average total monthly expenses**, including rent/mortgage, utilities, vehicle/transportation, credit cards, insurance, medical/dental, child support, childcare, spousal maintenance, tuition, or other expenses? \$ _____

CONSENT TO ENTRY OF JUDGMENT

By signing this Application, I agree that a consent judgment may be entered against me for all fees or costs that are deferred but remain unpaid 30 calendar days after entry of the final judgment, decree, or order unless I establish a payment plan and make timely payments, or I submit a Supplemental Application and the court has not made a ruling on it.

You will receive a **Notice of Court Fees and Costs Due** from the court indicating (1) how much is owed and (2) what steps to take to avoid a consent judgment against you.

NOTE: You may be ordered to repay any amounts that were waived if the court finds you were not eligible for the fee deferral or waiver. If your case is dismissed for any reason, the fees and costs are still due.

If you are asking for deferral or waiver for service of process costs, or service by publication costs, you must complete the **Affidavit in Support of Application for Deferral or Waiver of Service of Process Fee** form (Form No. AOCDFGF3F).

OATH OR AFFIRMATION FOR APPLICATION FOR DEFERRAL OR WAIVER OF COURT FEES AND COSTS

I declare under penalty of perjury that I have read the above statements and to the best of my knowledge and belief these statements are true and correct.

Date

Applicant's Signature

Applicant's Printed Name

Person Filing: _____
Address (if not protected): _____
City, State, Zip Code: _____
Telephone: _____
Email Address: _____
Representing Self or Lawyer for _____
Lawyer's Bar Number: _____

For Clerk's Use Only

**IN THE SUPERIOR COURT OF ARIZONA
IN YAVAPAI COUNTY**

Name of Petitioner/Plaintiff
-vs-

Name of Respondent/Defendant

Case Number: _____

**AFFIDAVIT IN SUPPORT OF
APPLICATION FOR DEFERRAL OR
WAIVER OF SERVICE OF PROCESS
FEE**

NOTICE

- A **Fee Deferral** is only a temporary postponement of the payment of the fees due. You may be required to make payments depending on your income.
- A **Fee Waiver** is usually permanent unless your financial circumstances change during the course of this court action.

1. **I have requested a deferral or waiver of the following fees in my case:**
- A. **Fees for service of process by a sheriff, marshal, constable, or law enforcement agency.**

In support of my request, I state that (check one box):

- I have attempted to obtain voluntary acceptance of service of process without success on the person to be served.
- It would be useless or dangerous for me to try to obtain voluntary acceptance of service by the person to be served because (explain):

- An enforceable Injunction Against Harassment has been granted to me against the person to be served.

B. [] Fees for publication.

In support of my request, I state that I have attempted to locate the person to be served but I have been unable to locate that person (check and complete any that apply):

[] This is what I did to try to find the other party (explain):

[] I have contacted the person(s) listed below to try to find the location of the other party.

Name: _____

Address: _____

Name: _____

Address: _____

OATH OR AFFIRMATION FOR AFFIDAVIT IN SUPPORT OF APPLICATION FOR DEFERRAL OR WAIVER OF SERVICE OF PROCESS FEE

I declare under penalty of perjury that I have read the above statements and to the best of my knowledge and belief these statements are true and correct.

Date

Applicant's Signature

Applicant's Printed Name

INFORMATION FOR SERVICE

You must provide the following information:

To the best of my knowledge, the last known address of the person to be served as:

as of _____.
[insert date]

READ THIS FIRST, BEFORE YOU COMPLETE ANY FORMS IN YOUR PACKET

MOST COURT FILES ARE OPEN TO THE PUBLIC FOR REVIEW, EITHER PERSONALLY OR ELECTRONICALLY.

Pursuant to Rule 43(G), Arizona Rules of Family Law Procedure, effective January 1, 2006, before filing any paper containing sensitive data with the court, the filing party shall omit or otherwise redact the sensitive data unless they are specifically requested by the court. If the sensitive data are specifically requested by the court, the filer shall record the requested information on a separate sensitive data form which shall be maintained by the clerk as a confidential record. You are ENCOURAGED to use the attached form whenever "CONFIDENTIAL SENSITIVE DATA" is requested in paperwork, rather than list that information in the document filed with the court that will be available for public scrutiny. The Confidential Sensitive Data Form(s) in your case will be maintained as a restricted document electronically and will only be available to the parties, the parties' attorneys, court personnel and any other person or agency authorized by court order.

DEFINITION: "SENSITIVE DATA" includes the following:

- A) Social Security number;
- B) Bank account number, credit card number, or other financial account numbers
- C) Driver's License number

INSTRUCTIONS FOR FORM USE: Wherever "sensitive data" is required in a document that will be filed with the court, write in "SEE CONFIDENTIAL SENSITIVE DATA FORM." Make sure you write in the appropriate "sensitive data" on the *Confidential Sensitive Data Form*. Whenever new information is needed to supplement the record in a case, a party should file with the Clerk's Office an updated sensitive data form (including all previously disclosed sensitive data, plus any additional sensitive data required to be filed in the case). If including social security, account or any personal identifying numbers on a form, use only the last four digits.

If your case may include an order of support, we direct your attention to the following statute:
A.R.S. § 25-501(G) Duties of support; exemption

In any action filed pursuant to this title, if a duty of support for another person exists or may exist the parties shall file the social security numbers of each party and any affected children in the record of the proceeding in a manner that is consistent with the requirements of the Arizona rules of family law relating to sensitive data. The court shall include this information in the state case registry and shall maintain this information in a manner that is consistent with the requirements of the Arizona rules of family law relating to sensitive data.

ANY PARTY WHO INCLUDES "SENSITIVE DATA" IN DOCUMENTS FILED WITH THE COURT, OTHER THAN ON A CONFIDENTIAL SENSITIVE DATA FORM, DOES SO AT THE PARTY'S OWN RISK.

Name: _____
 Mailing Address: _____
 City, State, Zip Code: _____
 Daytime Phone Number: _____
 Evening Phone Number: _____
 E-mail Address: _____
 Representing: [] Self [] Petitioner [] Respondent
 State Bar Number: _____



ARIZONA SUPERIOR COURT, COUNTY OF YAVAPAI

 Petitioner

Case No. _____

ATLAS No. _____

 Respondent

CONFIDENTIAL SENSITIVE DATA FORM

A. Personal Information:

Name	Date of Birth	Social Security Number	Driver's License Number
Petitioner: _____	_____	_____	_____
Respondent: _____	_____	_____	_____
Child: _____	_____	_____	_____
Child: _____	_____	_____	_____
Child: _____	_____	_____	_____
Child: _____	_____	_____	_____

B. Financial account numbers (including credit cards, financial institution accounts, investments, debts):

Financial Institution	Type of Account	Name(s) on Account	Account #
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

C. Pension and retirement accounts (including IRAs, 401(k)s):

Financial Institution	Type of Account	Name(s) on Account	Account #
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

D. Life insurance policies:

Insurance Company	Type of Policy	Name(s) on Policy	Policy #
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

For Clerk's Use Only

**IN THE SUPERIOR COURT OF ARIZONA
IN YAVAPAI COUNTY**

Name of Petitioner/Plaintiff

-vs-

Name of Respondent/Defendant

Case Number: _____

**ORDER REGARDING DEFERRAL
OR WAIVER OF COURT FEES AND
COSTS**

THE COURT FINDS that the applicant or estate/ward/protected person, _____
_____ (print name):

1. IS NOT ELIGIBLE FOR A DEFERRAL or FOR A WAIVER of fees and costs.

OR

2. IS ELIGIBLE FOR A DEFERRAL of fees and costs based on:

Financial eligibility. As required by state law, the applicant has signed a consent to entry of judgment.

At the court's discretion (A.R.S. § 12-302(L)).

Good cause shown. As required by state law, the applicant has signed a consent to entry of judgment.

OR

3. IS ELIGIBLE FOR A WAIVER of fees and costs based on:

Applicant is permanently unable to pay.

At the court's discretion (A.R.S. § 12-302(L)).

IT IS ORDERED:

WAIVER IS DENIED for the following reasons:

- This is a class action. (A.R.S. § 12-302(K))
- The applicant is an ADOC inmate awaiting transportation to ADOC facilities or a non-ADOC inmate, and this is not a domestic relations action. (A.R.S. § 12-302(K))
- The applicant was previously declared a vexatious litigant by any court, and this is not a domestic relations case. (A.R.S. § 12-302(K))
- The applicant is not permanently unable to pay or the applicant has not established a receipt of benefits from the Supplemental Security Income (SSI) program. (ACJA § 5-206(F))

WAIVER IS GRANTED for the following fees and costs in this case that may be waived under A.R.S. § 12-302(H):

- Any or all filing fees, fees for the issuance of either a summons or subpoena, the cost of attendance at an educational program required by A.R.S. § 25-352, court accountant fees and costs, court investigator fees and costs, fees for obtaining one certified copy of letters of temporary or permanent appointment, and fees for obtaining one certified copy of a temporary order in a family court case or a final order, judgment, or decree in all civil proceedings.
- Fees for service of process by a sheriff, marshal, constable, or law enforcement agency.
- Fees for service by publication.
- Filing fees and photocopy fees for the preparation of the record on appeal.
- Court reporter or transcriber fees for the preparation of court transcripts, if the court reporter or transcriber is employed by the court.

DEFERRAL IS DENIED for the following reason(s):

The application is incomplete because _____

You are encouraged to submit a complete application.

The applicant does not meet the financial criteria for deferral because:

- The applicant did not provide proof that they are receiving public assistance benefits from the Temporary Assistance to Needy Families (TANF) program or Food Stamps;
- The applicant did not provide documentation that they are currently receiving services from a non-profit legal aid program;
- The applicant did not provide documentation that their income is insufficient or barely sufficient to meet the daily essentials of life and includes no allotment that could be budgeted to pay the fees and costs necessary to gain access to the court;

Other reason: _____

The applicant is an incarcerated felon, and this is not a domestic relations action. (A.R.S. § 12-302(E))

DEFERRAL IS GRANTED for the following fees and costs in this court:

Any or all filing fees, fees for the issuance of either a summons or subpoena, the cost of attendance at an educational program required by A.R.S. § 25-352, court accountant fees and costs, court investigator fees and costs, fees for obtaining one certified copy of letters of temporary or permanent appointment, and fees for obtaining one certified copy of a temporary order in a family court case or a final order, judgment, or decree in all civil proceedings.

Fees for service of process by a sheriff, marshal, constable, or law enforcement agency.

Fees for service by publication.

Filing fees and photocopy fees for the preparation of the record on appeal.

Court reporter or transcriber fees for the preparation of court transcripts, if the court reporter or transcriber is employed by the court.

IF A DEFERRAL IS GRANTED, APPLICANT MUST PAY AS FOLLOWS:

NO PAYMENTS WILL BE DUE UNTIL FURTHER NOTICE OR AT THE CONCLUSION OF YOUR CASE.

PAYMENT PLAN. The applicant must pay \$_____ each _____ (week, month etc.) until paid in full, beginning _____.

PAYMENT DUE DATE. The applicant must pay the service of process fee of \$_____ on or before _____.

RIGHT TO JUDICIAL REVIEW. If the court denies your application or sets a payment plan for you, you may request a judicial officer to review the decision by filing a **Request and Order for Hearing** (Form No. AOCDGF12F). You must file the request within 20 days of the day the order was mailed or delivered to you. If the court sets a payment plan for you, no payments will be due until the court reviews the request. The court will review the request as soon as reasonably possible.

If you do not pay the service of process fees when they are due, you will receive a **Notice of Court Fees and Costs Due**. The **Notice of Court Fees and Costs Due** will remind you that you may submit a **Supplemental Application** (Form No. AOCDGF9F) for further deferral or waiver if you believe you still cannot afford to pay your court fees. The court will review your **Supplemental Application** and decide at that time whether or not you must pay.

NOTICE REGARDING CONSENT JUDGMENT. A consent judgment may be entered against you for all fees or costs that are deferred but remain unpaid 30 calendar days after entry of the final judgment, decree, or order UNLESS:

- A. The fees and costs are taxed to another party.
- B. You establish a payment plan and make timely payments.
- C. You file a Supplemental Application, and the court has not made a ruling on it.
- D. In response to the Supplemental Application, the court orders the fees and costs to be waived or further deferred.
- E. Within 20 days of the date the court denies the Supplemental Application,
 - o You pay the fees and costs.
 - o You request a hearing. The court cannot enter the consent judgment unless a hearing is held, further deferral or waiver is denied, and payment has not been made within the time given by the court.

If you appeal the final order, decree, or judgment, unpaid court fees are due 30 days after the appeals process ends. The procedures for notice of court fees and costs and for entry of a consent judgment continue to apply.

DUTY TO REPORT CHANGE IN FINANCIAL CIRCUMSTANCES. An applicant who is granted a deferral or waiver must promptly notify the court of any change in financial circumstances during the course of the case that would affect the applicant’s ability to pay court fees and costs. Any time the applicant appears before the court on this case, the court may inquire as to the applicant’s financial circumstances.

DATED: _____
 Judicial Officer Special Commissioner

NOTE: IF THE APPLICATION IS BY VERBAL AVOWAL, THE APPLICANT MUST SIGN THE CONSENT TO ENTRY OF JUDGMENT.

I CERTIFY that I mailed/delivered a copy of this document to:

Applicant at the above address, in court, hand delivered, by email
 Applicant’s attorney at the above address, in court, hand delivered, by email

_____ By _____
Date Clerk