

**INSTRUCTIONS - WAIVER OF COURT FEES AND COSTS
(IN FORMA PAUPERIS)
Minnesota Statutes § 563.01
COV LUS QHIA – ZAM COV NQI HAIS PLAUB THIAB COV NQI THEM
TSEV HAIS PLAUB
(IN FORMA PAUPERIS)
Minnesota Cov Cai § 563.01**

If you cannot afford to pay court fees and costs, you may be able to have these fees and costs waived. Under the law, the court can waive these fees and costs if:

Yog koj them tsis taus cov nqi hais plaub thiab cov nqi them tsev hais plaub, tej zaum yuav zam cov nqi no tau rau koj. Raws li txoj cai, lub tsev hais plaub zam tau cov nqi rau koj tsis them yog tias:

1. You are receiving public assistance under one or more of the following programs:

1. *Koj tau nyiaj pab los ntawm tsoom fwm raws ib los yog ob yam nram no:*

Minnesota Family Investment Plan (MFIP), MFIP-Emergency Assistance, or MFIP-Diversions Assistance; General Assistance or Emergency General Assistance; Medical Assistance or General Assistance Medical Care; Food Stamps; Supplemental Security Income; Minnesota Supplemental Assistance (MSA) or MSA-Emergency Assistance; Energy Assistance.

Minnesota Family Investment Plan (MFIP), MFIP-Emergency Assistance, los MFIP-Diversions Assistance; General Assistance los Emergency General Assistance; Medical Assistance los General Assistance Medical Care; Food Stamps; Supplemental Security Income; Minnesota Supplemental Assistance (MSA) los MSA-Emergency Assistance; Energy Assistance.

OR

LOS YOG

2. You are represented by a legal services or volunteer attorney on behalf of a civil legal services program or a volunteer attorney program based on indigence.

2. *Koj muaj tus sawv cev los ntawm ib lub chaw pab kev lij choj los yog tus kws lij choj pab dag zog dawb los hauv ib lub chaw pab kev cai lij choj los yog ib lub chaw pab kev cai lij choj rau cov tibneeg txom nyem raws txoj cai.*

OR

LOS YOG

3. Your annual family income before taxes is less than 125% of the Federal Poverty Guidelines (2011 figures) for your family size as indicated below.

3. *Koj tsev neeg qhov nyiaj ib xyoos twg ua ntej rho se muaj tsawg dua 125% ntawm Federal Poverty Guidelines rau koj tsev neeg raws li muaj nram no.*

Maximum Income Level – 125% of Poverty
Tau Nyiaj Ntau Tshaj – 125% ntawm Poverty

Please Check Your Family Size	Size of Family Unit	Annual Family Income Before Taxes	Monthly Family Income Before Taxes	Weekly Family Income Before Taxes
<i>Thov Xyuas Koj Tsev Neeg</i>	<i>Tsev Neeg Pes Tsawg Leej</i>	<i>Tsev Neeg Nyiaj Xyoos Ua Ntej Rho Se</i>	<i>Tsev Neeg Nyiaj Hlis Ua Ntej Rho Se</i>	<i>Tsev Neeg Nyiaj Ib Lim Piam Ua Ntej Rho Se</i>
	1	\$ 13,613	\$ 1,134	\$ 262
	2	\$ 18,388	\$ 1,532	\$ 354
	3	\$ 23,163	\$ 1,930	\$ 445
	4	\$ 27,938	\$ 2,328	\$ 537
	5	\$ 32,713	\$ 2,726	\$ 629
	6	\$ 37,488	\$ 3,124	\$ 721
	7	\$ 42,263	\$ 3,522	\$ 813
	8	\$ 47,038	\$ 3,920	\$ 905

More than 8 members, add \$4,775 annually for each additional family member.

Number of family members: _____ Calculate and enter figure here: \$ _____

Ntau tshaj 8 leej, ntxiv \$4,775 ib xyoos twg rau ib tug neeg twg.

Pes Tsawg Leej Hauv Tsev Neeg: _____ Muab xam thiab sau qhov nyiaj rau nov: \$

OR

LOS YOG

4. Your income is not enough to pay for the common necessities of life for yourself and the people you support and also to pay court fees and costs.
4. *Koj tau nyiaj tsis txaus them rau tej kev noj kev haus tsim nyog rau koj tus kheej thiab cov tib neeg uas koj yug thiab tsis txaus them cov nqi hais plaub thiab nqi them tsev hais plaub.*

If you believe you meet one of the categories above, you can apply to proceed In Forma Pauperis (the Latin title used to describe the procedure for waiver of court fees and costs).

Yog koj ntseeg tias koj raug raws li ib nqe saum toj no, koj thov tau kom mus raws li In Forma Pauperis (lo lus Latin siv los piav txoj kev zam cov nqi hais plaub thiab nqi them tsev hais plaub).

STEP 1: Complete the *Affidavit for Proceeding In Forma Pauperis*. Do not sign the form until you are in front of the court administrator or notary public. Make sure you attach copies of any documents requested on the form, such as proof of public assistance, etc.

KAUJ RUAM 1: *Sau kom tiav tsab ntawv Affidavit for Proceeding In Forma Pauperis. Tsis txhob kos npe rau tsab ntawv kom txog thaum koj nyob tim ntsej tim muag nrog tus neeg khiav dej num hauv tsev hais plaub los yog ntawm tus neeg muaj cai nias npe. Xyuas kom koj rhais txhua yam ntaub ntawv uas tsab ntawv tau hais kom rhais nrog, xws li ntawv pov thawj tau nyiaj pab los hauv tsoom fvw, thiab tej yam xws li ntawd.*

STEP 2: Complete the case heading for the *Order Denying / Granting In Forma Pauperis*. The case heading (name of Plaintiff/Petitioner and Defendant/Respondent, etc.) should match your *Affidavit for Proceeding In Forma Pauperis*. The rest of the order can be left blank. The judge will decide whether to sign the section denying or granting the order based on the information you provide.

KAUJ RUAM 2: *Sau cov neeg sib foob npe rau saum toj tsab ntawv Order Denying/ Granting In Forma Pauperis. Cov npe neeg sib foob saum toj (Neeg Thov Kev Sib Hais/Neeg Foob thiab Neeg Teb Lus/Neeg Raug Liam cov npe, txiv mus) yuav tsum phim cov hauv koj tsab ntawv Affidavit for Proceeding In Forma Pauperis. Tseg yav nram qab tsis sau muaj dab tsi. Tus kws txiav txim plaub ntug mam li txiav txim seb puas yuav kos npe tsis kam los yog kam raws li cov lus koj muab.*

STEP 3: File these documents with the Court Administrator. You can sign the *Affidavit for Proceeding In Forma Pauperis* in front of the court administration staff. The staff person will tell you the procedures for having a judge review your application.

KAUJ RUAM 3: *Muab cov ntaub ntawv no rau tus Court Administrator. Koj kos npe tau rau tsab ntawv Affidavit for Proceeding In Forma Pauperis tim ntsej tim muag ntawm cov neeg khiav dej num hauv tsev hais plaub. Tus neeg ua hauj lwm yuav qhia cov kauj ruam rau koj txog kev koj tsab ntawv mus rau tus kws txiav txim plaub ntug xyuas.*

If you have any questions and cannot afford an attorney, you may wish to consult the legal aid office, legal services office, or lawyer referral service in your county (listed in the yellow pages under “Attorneys”), or by going to www.lawhelpmn.org.

Yog koj muaj tej lus nug thiab them tsis taus nqi ntiav ib tug kws lij choj, koj hu tau rau lub chaw khiav dej num pab kev cai lij choj, cov kev pab kev cai lij choj los yog hu rau lub chaw pab nrhiav kws lij choj hauv koj lub cheeb nroog (sau muaj rau hauv phau ntawv xov tooj daj “Kws Lij Choj”), los mus xyuas www.lawhelpmn.org.