

**INSTRUCTIONS - WAIVER OF COURT FEES AND COSTS**  
**COV LUS QHIA – NTAWV ZAM COV NQI THIAB NUJ NQIS HAIS PLAUB**  
**(IN FORMA PAUPERIS)**  
**(ZAM NQI HAIS PLAUB RAU KEV PLUAG)**  
**Minnesota Statutes § 563.01**  
**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 thiab nuj nqis hais plaub, koj yuav tsim nyog tau kev zam cov nqi thiab nuj nqis no. Raws txoj cai no, lub tsev hais plaub zam tau cov nqi thiab nuj nqis yog:*

1. You are receiving public assistance under one or more of the following programs:  
*Koj tau kev pab los ntawm tsoom fwm ib hom los yog ntau hom kev pab 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 Tswv Yim Pab Nyiaj Tsim Tsa Tsev Neeg (MFIP), Nyiaj MFIP Pab Kub Ceev, los yog Nyiaj MFIP Pab Nrhiav Lwm Txoj Kev Taug; Nyiaj Pab Txhua Yam los yog Nyiaj Pab Txhua Yam Kub Ceev; Kev Pab Them Nqi Kho Mob los yog Kev Pab Them Nqi Kho Mob Txhua Yam; Nyiaj Muas Noj; Nyiaj Pab Kev Ruaj Ntseg; Minnesota Nyiaj Pab Txhawb (MSA) losyog Nyiaj MSA Kub Ceev; Nyiaj Pab Hluav Taws Xob.*

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.

*Koj muaj neeg sawv cev pab koj los ntawm ib lub chaw pab kev cai lij choj los yog ib tug kws lij choj pab dawb los ntawm ib txoj kev pab pej xeem huab hwm kev cai lij choj los yog ib txoj kev pab muab kws lij choj sawv cev pub dawb.*

OR

LOS YOG

3. Your annual family income before taxes is less than 125% of the Federal Poverty Guidelines (2021 figures) for your family size as indicated below.

*Koj tsev neeg qhov nyiaj xyoo ua ntej rho se tau tsawg dua 125% ntawm Tsoom Feb Teb Chaws Cov Kev Cai Ntsuas Neeg Qib Txom Nyem (cov nyiaj ntsuas hauv 2021) rau koj tsev neeg pes tsawg leej uas teev nram qhia nram no.*

Maximum Income Level – 125% of Poverty

*Qib Nyiaj Ntau Tshaj Plaws – 125% ntawm Kev Txom Nyem*

Please Check Your Family Size <i>Thov Kos Koj Tsev Neeg Pes Tsawg Leej</i>	Size of Family Unit <i>Tsev Neeg Pes Tsawg Leej</i>	Annual Family Income Before Taxes <i>Tsev Neeg Nyiaj Xyoo Ua Ntej Se</i>	Monthly Family Income Before Taxes <i>Tsev Neeg Nyiaj Hli Ua Ntej Se</i>	Weekly Family Income Before Taxes <i>Tsev Neeg Nyiaj Lim Tiam Ua Ntej Se</i>
	1	\$ 16,100	\$ 1,342	\$ 310
	2	\$ 21,775	\$ 1,815	\$ 419
	3	\$ 27,450	\$ 2,288	\$ 528
	4	\$ 33,125	\$ 2,760	\$ 637
	5	\$ 38,800	\$ 3,233	\$ 746
	6	\$ 44,475	\$ 3,706	\$ 855
	7	\$ 50,150	\$ 4,179	\$ 964
	8	\$ 55,825	\$ 4,652	\$ 1,074

More than 8 members, add \$5,675 annually for each additional family member (or \$473 monthly or \$109 weekly)

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

*Muaj tshaj 8 leej, ntxiv \$5,675 rau ib xyoos twg rau ib tug neeg tshaj ntxiv twg (los yog \$473 ib hlis twg los yog \$109 ib lim tiam twg)*

*Tsev neeg pes tsawg leej: \_\_\_\_\_ Ntsuas thiab rau qhov nyiaj rau ntawm no: \$ \_\_\_\_\_.*

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.

*Koj qhov nyiaj tsis txaus muas tej yam tsim nyog muaj hauv koj lub neej rau koj tus kheej thiab cov neeg koj yug thiab puav leej them tsis tau cov nqi thiab nuj nqis 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 zoo xws li ib seem saum no, koj thov kom tau Zam Nqi Hais Plaub Rau Kev Pluag (yog lo lus uas neeg Latin siv los piav cov txheev txheem zam cov nqi thiab nuj nqis 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:** *Teb kom tiav Tsab Ntawv Pov Thawj Zam Nqi Hais Plaub Rau Kev Pluag. Tsis txhob kos npe rau tsab ntawv kom thaum twg koj nyob tim ntsej tim muag ntawm ib tug neeg lis dej num hauv tsev hais plaub los yog tus neeg nias thwj ua tim khawv. Nco xyuas kom koj rhais ntaub ntawv nrog tsab ntawv, xws li thawv pov thawj tau tsoom fwm kev pab, thiab tej yam 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 rooj plaub npe rau Tsab Ntawv Ntswj Kev Tsis Kheev / Kheev Zam Nqi Hais Plaub Rau Kev Pluag. Rooj plaub npe (Tus Xyuam Phaj/Tus Neeg Foob thiab Tus Neeg Raug Foob/Tus Raug Foog, thiab cov neeg li ntawd) yuav tsum phim nrog koj Tsab Ntawv Pov Thawj Zam Nqi Hais Plaub Rau Kev Pluag. Cia lwm cov tsis sau muaj dab tsi tau. Tus kws txiav txim plaub ntug mam li txiav txwm seb yuav kos npe rau ntu tsis kheev los yog pom zoo muaj txoj kev ntswj raws li cov xov xwm koj qhia.*

**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 zwm rau Tus Neeg Lis Dej Num Hauv Tsev Hais Plaub. Koj kos npe tau rau Tsab Ntawv Pov Thawj Zam Nqi Hais Plaub Rau Kev Pluag ntawm tus neeg ua hauj lwm hauv tsev hais plaub. Tus neeg ua hauj lwm yuav qhia cov txheej txheem rau koj thov tus kws txiav txim plaub ntug kom xyuas koj tsab ntawv thov.*

If the judge grants your request to waive fees and/or costs, the order will only apply to the court case listed in the caption of the *In Forma Pauperis* (IFP) order. The IFP order will expire one year from the date of the order. The court may alter or amend the order at any time before expiration of the order. If the court action is not resolved before the expiration date of the IFP order and other fees or costs are required to be paid, you will need to fill out another *In Forma Pauperis Application* or *Supplemental In Forma Pauperis Application*.

*Yog tus kws txiav txim plaub ntug pom zoo rau koj thov zam cov nqi thiab/los yog cov nuj nqis hais plaub, nws tsuas yog muaj feem xyuam rau rooj plaub uas teev muaj rau hauv tsab ntawv Zam Nqi Hais Plaub Rau kev Pluag (IFP). Tsab IFP yuav tas sij hawm siv tau tom qab ib lub xyoo pib txij hnub muab tsab ntawv ntswj. Lub tsev hais plaub yuav hloov los yog kho dua tsab ntawv ntswj txhua lub sij hawm ua ntej lub sij hawm yuav tas. Yog koj tsev hais plaub daws tsis tau qhov teeb meem ua ntej lub sij hawm siv tsab IFP thiab yuav tau them lwm cov nqi los yog nuj nqis, koj yuav tau ua dua ib Tsab Ntawv Thov Zam Nqi Hais Plaub Rau Kev Pluag los yog Tsab Ntawv Txhawb Kev Zam Nqi Hais Plaub Rau Kev Pluag.*

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](http://www.lawhelpmn.org).

*Yog koj muaj lus nug thiab them tsis taus ib tug kws lij choj, koj yuav tau tham nrog ib lub chaw pab kev cai lij choj, chaw lis kev cai lij choj, los yog ib qho chaw muaj kws lij choj pab hauv koj cheeb nroog (teev muaj hauv phau ntawv daj nram nqab “Cov Kws Lij Choj”), los yog mus rau [www.lawhelpmn.org](http://www.lawhelpmn.org).*

Helpful materials may be found at your public county law library. For a directory, see <http://mn.gov/law-library/research-links/county-law-libraries.jsp> . For more information, contact your court administrator or call the Minnesota State Law Library at 651-296-2775. *Muaj cov ncauj lus qhia pab nyob rau hauv koj cheeb nroog lub tsev qiv ntawv lij choj. Xav paub nyob qhov twg, xyuas <http://mn.gov/law-library/research-links/county-law-libraries.jsp>. Xav paub ntxiv, hu cuag tus neeg lis dej num hauv tsev hais plaub los yog hu rau Xeev Minnesota Tsev Qiv Ntawv Lij Choj ntawm 651-297-7651.*