



MINNESOTA GUIDE & FILE

NEXT STEPS: Fee Waiver (Paper Filing)

Below are the next steps for filing a **Fee Waiver** when you are printing your forms at the end of the Minnesota Guide & File interview.

STEP 1: Review the completed forms



- Are your forms complete? Is the information accurate and true? If you find any errors, go back into the interview (<https://minnesota.tylerhost.net/SRL>) and make changes.
- Print all of the forms that you see listed on the **Summary Page** in the interview.

STEP 2: Sign and date the form

- Sign and date the *Affidavit for Proceeding In Forma Pauperis* (IFP102) after reading the statement above the signature line.
- The *Order for Proceeding In Forma Pauperis* (IFP104) does NOT get signed by you. A judicial officer will sign this form, granting or denying your request, after reviewing your *Affidavit*.

STEP 3: File the Fee Waiver Forms

AT THE COURTHOUSE	ELECTRONIC FILING (NOT USING GUIDE & FILE)
<ul style="list-style-type: none">• If you are not required to electronically file your forms in your case, you can file your paper forms at the courthouse.• File the original Fee Waiver forms (<i>Affidavit for Proceeding In Forma Pauperis</i> and the <i>Proposed Order for Proceeding In Forma Pauperis</i>), along with your other court forms with Court Administration.• Contact Court Administration in the county where you are filing for information on how to file your forms. You can find contact information online at https://www.mncourts.gov/Find-Courts.aspx.	<ul style="list-style-type: none">• If you have an account with the eFS System (Minnesota Judicial Branch’s web-based system that is used to electronically file documents in Minnesota district court), you can file electronically. Find more information online at https://www.mncourts.gov/eFile.• Once you choose to eFile, you will need to continue to use the eFS System for the rest of the case. See Minn. Gen. R. Prac. 14.01(b)(5)(i) (https://www.revisor.mn.gov/court_rules/gp/id/14/).• NOTE: If you type your signature for electronic filing, a “/s/” is required before your name to create a typographical signature.

STEP 4: Wait to hear if filing fees are waived

- A judicial officer will review the Fee Waiver forms to see if you qualify to waive the court fees. If more income information is needed, or proof of public assistance, Court Administration may contact you with that request.
- The judicial officer may waive all of the court filing fees, or some of the fees if they believe you can pay some, but not all of the fees. If your request for a Fee Waiver is denied, or you need to pay some amount of filing fees, you will then need to pay the filing fee for your case to move forward.
- Court Administration will let you know of the judicial officer's decision by sending you a copy of the signed *Order for Proceeding In Forma Pauperis*.

Need Help?

Call the Statewide Self-Help Center at 651-435-6535, or go to <https://mncourts.gov/Help-Topics/Self-Help-Centers/Self-Help-Centers-Contact.aspx>.

For help with the eFS System (see Step 3 above), call the eFS Support Center at 612-902-9585 or 1-844-918-1724 (if calling long distance from landline phone), or go to <http://www.mncourts.gov/eFS-Support>