

## **Verified Motion to Waive Pre-Payment of Filing Fees and Court Costs**

Use this form when:

You are the Plaintiff and

- You want to file a small claims case but you do not have the money to pay the filing fees, court costs and service fees.

You must also complete and attach to this Motion a form for Summary of Household Income and Expenses to your Motion to Waive Pre-Payment of Filing Fees and Court Costs. This is a separate form.

“Verified” means that by signing and submitting this Motion, you swear or affirm under oath and under penalties for perjury that all the answers and information are true and accurate.

**This form has both a Motion and an Order. You must also complete and submit a Summary of Household Income and Expenses. This form is available on the Tippecanoe County website or at the Court office.**

- You must fully complete and sign the Motion.
- You must complete only the top half of the Order.
- You must fully complete the Summary of Household Income and Expenses

**Print and bring all forms to court.**

**SCROLL DOWN FOR      Verified Motion to Waive Pre-Payment of Filing Fees and Court Costs**

**VERIFIED MOTION TO WAIVE PRE-PAYMENT OF FILING FEES AND COURT COSTS**

**TIPPECANOE SUPERIOR COURT No. 4**  
Courthouse, 301 Main Street  
Lafayette, Indiana 47901  
Telephone: (765) 423-9266

**CAUSE NO. 79D04-\_\_\_\_\_ -SC/PL-\_\_\_\_\_**  
**CAUSE NO. 79D04-\_\_\_\_\_ -\_\_\_\_\_ -\_\_\_\_\_**

<b>Plaintiff 1</b> _____	<b>Defendant 1</b> _____
Address _____	Address _____
Address _____	Address _____
City _____ State _____ Zip _____	City _____ State _____ Zip _____
Telephone (_____) _____	Telephone (_____) _____
Email _____	Email _____

<b>Plaintiff 2</b> _____	<b>Defendant 2</b> _____
Address _____	Address _____
Address _____	Address _____
City _____ State _____ Zip _____	City _____ State _____ Zip _____
Telephone (_____) _____	Telephone (_____) _____
Email _____	Email _____

**VERIFIED MOTION TO WAIVE PRE-PAYMENT OF FILING FEES AND COURT COSTS**  
**[Attach Order and Summary of Household Income and Expenses]**

Comes now the potential Plaintiff(s) and respectfully requests the Court to waive the pre-payment of filing fees, service fees and court costs. In support, I show that:

1. I want to file a civil claim of action. I believe I have a case with merit. Specifically, I want to file a civil claim of action against this person or business entity, \_\_\_\_\_ for:  
 Contract, Note or Account (copy attached)     Personal injury or property damage  
 Other \_\_\_\_\_

2. This is a brief statement about and description of the claim I wish to file: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. I cannot pay the full filing fees, service of process fees and court costs because I do not believe I have sufficient income or other resources to pay.

4. Attached to this Verified Motion is a Summary of Income and Expenses. I understand the Court may require I provide written documentation of my household income and expenses before this Motion may be granted.

5. I understand the Court could waive all of the fees, only some of the fee or none of the fees and costs after reviewing this Verified Motion and the attached Summary of Income and Expenses.

I swear or affirm under penalties for perjury, as specified in I.C. 35-44-2-1, the information in this Motion and in the attached Summary of Income and Expenses is true and accurate to the best of my knowledge and belief.

**NOTE:** Also attach Summary of Income and Expenses

\_\_\_\_\_, 20\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**ORDER ON WAIVER OF PRE-PAYMENT OF FILING FEES AND COURT COSTS**

**TIPPECANOE SUPERIOR COURT No. 4**  
Courthouse, 301 Main Street  
Lafayette, Indiana 47901  
Telephone: (765) 423-9266

**CAUSE NO. 79D04-\_\_\_\_\_ -SC/PL-\_\_\_\_\_**  
**CAUSE NO. 79D04-\_\_\_\_\_ -\_\_\_\_\_ -\_\_\_\_\_**

<b>Plaintiff 1</b> _____	<b>Defendant 1</b> _____
Address _____	Address _____
Address _____	Address _____
City _____ State _____ Zip _____	City _____ State _____ Zip _____
Telephone (_____) _____	Telephone (_____) _____
Email _____	Email _____

<b>Plaintiff 2</b> _____	<b>Defendant 2</b> _____
Address _____	Address _____
Address _____	Address _____
City _____ State _____ Zip _____	City _____ State _____ Zip _____
Telephone (_____) _____	Telephone (_____) _____
Email _____	Email _____

**ORDER ON WAIVER OF PRE-PAYMENT OF FILING FEES AND COURT COSTS**

The Court having considered this Verified Motion and the accompanying Summary of Household Income and Expenses, now:

DENIES the Motion. The potential Plaintiff shall have no costs or fees waived in the filing of this claim, finding the potential Plaintiff has sufficient income or resources to pay the required fees and costs in full.

GRANTS the Motion in part, finding the potential Plaintiff has sufficient income or resources to pay reduced fees and costs totaling \$ \_\_\_\_\_ (including service fees).

GRANTS the Motion in full, finding the potential Plaintiff is without sufficient income or resources to pay any fees or costs and may file this civil claim without pre-payment of filing fees, services fees or court costs.

This Order is valid for fourteen (14) days from the date of this Order and only for the this Plaintiff and the claim as described herein.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Laura W. Zeman, Judge  
Tippecanoe Superior Court No. 4

COPY:  Plaintiff  Attorney for plaintiff  Defendant  Attorney for defendant