

# INSTRUCTIONS FOR COMPLETING THE AFFIDAVIT AND APPLICATION TO PROCEED IN FORMA PAUPERIS

If you are printing the Application and handwriting the answers, you will check the first box. If you are typing in your answers, you will check the second box.

- Printing the form and handwriting the answers.
- Completing the form electronically.

## HEADING

- a. Choose the type of court (County or District) in the drop-down below the first blank.
- b. Choose the county in the drop down box below the first blank. This is where you filed the Complaint or Petition.

IN THE  COURT OF  COUNTY, NEBRASKA  
Choose the court (County or District) Choose the county (county where original action filed)

- c. Check the box next to what kind of case this is

**NOTE: These checkboxes and names will NOT print on your completed form.**

Type of Case - Check only one:  Civil (includes divorce, child support, custody, modification, etc.)  Emancipation

- i. For Civil Cases:

- 1. Enter the first, middle, and last name of the plaintiff. If you are filing the original action, for example, if you are filing a dissolution of marriage or a paternity case, you are the plaintiff. If a case has already been filed, and this action is for a modification, or for enforcement of the order, put the name of the person who was listed as the plaintiff in the original case.
- 2. Enter the first, middle and last names of the defendant. If you are filing the original action, for example, if you are filing a dissolution of marriage case, your spouse is the defendant. In a paternity case, the child's other parent is the defendant. If a case has already been filed, put the name of the person who was listed as the defendant in the original case.

\_\_\_\_\_  
Plaintiff/Petitioner

vs.

\_\_\_\_\_  
Defendant/Respondent

- ii. For Emancipation Cases:

- 1. Enter your first, middle and last names. You are the petitioner.

IN RE EMANCIPATION OF:

\_\_\_\_\_  
Petitioner

- d. The clerk of the district court gave you a case number when you filed the Complaint or Petition. You must include the case number on any papers you file.

Case No. \_\_\_\_\_

## BODY OF THE AFFIDAVIT AND APPLICATION

- a. In the blank following “County of” enter the name of the county where you are signing this Affidavit.

a. STATE OF NEBRASKA )  
 ) ss.  
 COUNTY OF: \_\_\_\_\_ )

The numbers below give instructions for completing the paragraphs with the same numbers in the Affidavit and Application.

- Paragraph 1. a. Check the box next to “plaintiff”, “defendant”, or “petitioner” that represents who you are in this case. This will match the title of the blank that your name is in on the heading.  
 b. Put the type of case you are filing in the first blank (for example, dissolution of marriage, child support contempt, visitation contempt, paternity, modification of parenting plan, emancipation).

a. I am the  plaintiff/  defendant/  petitioner in an action to/for \_\_\_\_\_  
 b. (type of case filed) \_\_\_\_\_

- Paragraph 4. a. Put in the dollar amount of your net (after taxes) monthly income in the first blank.  
 b. In the second blank, put in where your money comes from (for example, employment, public benefits, Social Security, etc.).  
 c. In the third blank, put in how many people live in your house that you support.

4. I have a net income of \$  a. \_\_\_\_\_ per month, derived from \_\_\_\_\_  
(your net monthly income)  
 b. \_\_\_\_\_, and I support a household of  c. \_\_\_\_\_ people.  
(i.e., employment, public benefits, Social Security, etc.) (number of people you support)

- Paragraph 5. a. Put the dollar value for each asset over which you have control or possession.  
 i. If you do not control or possess the asset, put “0.”  
 b. On the last line, where it says “Other,” describe and add together any other assets that are not specifically listed.  
 c. Add all items and fill in the total. Note: If you are filling in this paper on- line, the total will automatically calculate.

5. My only assets or resources, over which I have control or possession, are:

Cash on hand.....	.....\$	<input type="text"/>
Bank accounts .....	.....\$	<input type="text"/>
Vehicles.....	.....\$	<input type="checkbox"/> a. <input type="text"/>
Real estate.....	.....\$	<input type="text"/>
Securities, stocks, bonds.....	.....\$	<input type="text"/>
Tools, equipment.....	.....\$	<input type="text"/>
Jewelry.....	.....\$	<input type="text"/>
Other (describe).....	.....\$	<input type="text"/>
		<input type="checkbox"/> b. <input type="text"/>
TOTAL .....		.....\$ <input type="checkbox"/> c. <input type="text"/>

- Paragraph 6. a. Put in the monthly dollar amount for each item listed.  
 i. If you do not have the expense, put "0."  
 b. On the last line, where it says "Other," describe and add together any other monthly expenses that are not specifically listed.  
 c. Add all items and fill in the total. Note: If you are filling in this paper on-line, the total will automatically calculate.

6. My necessary estimated monthly expenses are:

Rent or house payment .....	\$	<input type="text"/>
Utilities (Electricity, natural gas, propane).....	\$	<input type="text"/>
Telephone .....	\$	<input type="text"/>
Automobile payment (monthly).....	\$	<input type="text"/>
...		
Other (describe).....	\$	<input type="text"/>
		<input type="text"/>
TOTAL .....		\$ <input type="text"/>

Paragraph 7. Use this space to explain to the court any special financial circumstances, for example: extraordinary medical expenses for yourself or a dependent, whether you are dependent on others for food and shelter, self-employed business expenses, other business expenses, etc.

7. Other financial circumstances of which I would like the court to be aware:

**CLOSING PARAGRAPH**

- a. In the paragraph beginning with **WHEREFORE**, enter the name of the county where you are filing the action.

**WHEREFORE**, pursuant to Neb.Rev.Stat. §§ 25-2301 to 25-2310, I request the court authorize me to proceed *in forma pauperis* and direct  County, Nebraska, to pay my costs, including fees and other expenses related to this action and waive provision of security.

## FINAL SIGNATURE

**DO NOT SIGN THIS FORM UNTIL YOU ARE IN THE PRESENCE OF A NOTARY PUBLIC.**

- a. Wait to sign your name until it can be notarized.
- b. Print your first, middle, and last names.
- c. Enter the date
- d. Enter your mailing address.
- e. Enter the city, state, and ZIP code of your mailing address.
- f. Enter your telephone number, including the area code.
- g. Enter your email address, if any.

a.	Signature (your signature)	c.	Date
b.	Your Full Name		
d.	Your Full Street Address/P.O. Box		
e.	City/State/ZIP Code		
f.	Phone	g.	E-mail Address

## VERIFICATION

***This form must be signed and sworn to in the presence of a notary public. You must bring a photo identification for the notary to verify your identity.***

The notary public will fill out the date at the end of the Affidavit and will sign his or her name in the last blank.