

INSTRUCTIONS FOR FILLING OUT AFFIDAVIT AND APPLICATION TO PROCEED IN FORMA PAUPERIS

HEADING

- Enter “County” or “District” in the first blank to indicate the level of court. Enter the name of the county where you are filing the action in the second blank.
- 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.
- 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.
- If this is a new case, the clerk of the court will give you a case number when you file the action. If this is an existing case, you will enter the case number that is on the order from the original case. You must include the case number on any papers you file.

BODY OF THE AFFIDAVIT AND APPLICATION

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

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

- Paragraph 1. Check the box next to “plaintiff” or “defendant” that represents who you are in this case. This will match the title of the blank that your name is in on the heading. 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).
- Paragraph 4. Put in the dollar amount of your net (after taxes) monthly income in the first blank. In the second blank, put in where your money comes from (for example, employment, public benefits, Social Security, etc.). In the third blank, put in how many people live in your house that you support.
- Paragraph 5. Put the dollar value for each asset over which you have control or possession. If you do not control or possess the asset, put “0.” On the last line, where it says “Other,” describe and add together any other assets that are not specifically listed. Add all items and fill in the total. Note: If you are filling in this paper on-line, the total will automatically calculate.

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

Paragraph 7. Use this space to explain to the court any special financial circumstances, e.g. tools which are used for your business, recently sold home, etc.

CLOSING PARAGRAPH

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

SIGNATURE BLOCK:

ONLY WHEN YOU ARE BEFORE A NOTARY PUBLIC, on the first line sign your full name.

Enter the date that you are signing this complaint.

Enter your first, middle and last name.

Enter your street address/P.O. Box.

Enter your City, State and ZIP Code.

Enter your e-mail address.

Enter your phone number.

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