

# INSTRUCTIONS FOR FILLING OUT ORDER 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 ORDER

**Note: If you are filling in this form on-line, once you mark the box for “plaintiff” or “defendant”, enter the “type of case”, and enter the “county where filed” in the first area that asks for this information, the remaining areas where this information is repeated will automatically be entered.**

In the first blank, enter the name of the county where you are filing the action. 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.

The numbers below give instructions for completing the paragraphs with the same numbers in the Order.

Paragraphs 1 and 2: Check the box next to “plaintiff” or “defendant” that represents who you are in this case. Enter the type of case that you are filing, for example, dissolution of marriage, paternity, modification of a parenting plan, enforcement of child support or parenting time.

Paragraph 3: Check the box next to “plaintiff” or “defendant” that represents who you are in this case.

Paragraph 5: Enter the name of the county in which you are filing this action. Check the box next to “plaintiff” or “defendant” that represents who you are in this case.

Paragraph 6: Check the box next to “plaintiff” or “defendant” that represents who you are in this case.

Paragraph 7: Enter the name of the county in which you are filing this action.

## FINAL SIGNATURE

The judge will date and sign the Order.