

**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 case, you are the Plaintiff. If a case has already been filed, put the name of the person who was listed as the plaintiff in the original action.
- 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. If a case has already been filed, put the name of the person who was listed as the defendant in the original action.
- The Clerk of the Court will give you a case number when you file the action. 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. Put the type of case you are filing in the first blank (for example, dissolution of marriage, child support contempt, visitation contempt).
- 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,” add any other assets that are not specifically listed. Add all items and fill in the total.
- 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,” add any other monthly expenses that are not specifically listed. Add all items and fill in the total.
- 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.

## **FINAL SIGNATURE**

- **ONLY WHEN YOU ARE BEFORE A NOTARY PUBLIC**, on the first line sign your first, middle, and last names and enter the date.
- On the second line enter your first, middle, and last names.
- On the third line enter your full street address.
- On the fourth line enter your city, state, and ZIP code.
- On the fifth line enter your telephone number, including the area code, and your e-mail address, if any.

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.