TIOGA COUNTY, PENNSYLVANIA

IFP SELF-HELP PACKAGE

Prepared by the Tioga County Bar Association for use by indigent pro se litigants in Tioga County, Pennsylvania

THIS PACKAGE IS FOR USE WHEN YOU CANNOT AFFORD TO PAY THE FILING FEE IN A DIVORCE CASE AND YOU ARE ASKING THE COURT TO WAIVE ANY APPLICABLE FILING FEES

THIS PACKAGE IS INTEND FOR USE IN CONJUNCTION WITH THE 'DIVORCE COMPLAINT SELF-HELP PACKAGE.'

INSTRUCTIONS:

If you cannot afford to pay the filing fees associated with a divorce, the court may waive the filing fees by letting you submit your case "IFP." IFP stands for "In forma pauperis." In order to apply for IFP status, complete the fill-in-the-blank IFP application included in this package.

STEP 1: COMPLETE THE APPLICATION

On the top of the first page of the Application, write your own name in the blank space for 'Plaintiff' and your spouse's name in the blank space for 'Defendant." Do not fill in the docket number; the court will assign a number when you go to the courthouse. When you are done, the top of the first page should look something like this:

IN THE COURT OF COMMON PLEAS OF TIOGA COUNTY, PENNSYLVANIA				
Jane Q. Doe Plaintiff	: :			
v. John X. Doe	: : NO: FS			
	: CIVIL ACTION – DIVORCE :			
PETITION TO PROCEED IN FORMA PAUPERIS				

Pages 2 through 4 of the IFP application is an affidavit with questions about your background and financial resources. Fill it out completely and truthfully and sign the last page. **Do not leave any question blank. Use "N/A" for "not applicable" or "\$0.00" where appropriate instead of leaving any line blank**. By signing the affidavit and filing it with the court you are asserting that the information you provide is true and correct to the best of your knowledge, information, and belief. If you intentionally provide false information in a document you submit to the court, you may be subject to criminal charges under 18 PA.

C.S.A. § 4904. After you have filed out the affidavit, you should also sign and date the first page of the application. Do not write anything below the word "ORDER" – The rest will be filled in by the judge.

STEP 2: COMPLETE THE REST OF YOUR PAPERWORK & GO TO THE COURTHOUSE

Complete either the 'Divorce Complaint Self-Help Package' and go to the Prothonotary's office at the Tioga County Courthouse. At the Prothonotary's office, they will take your IFP Application and forward it to the judge for a decision. Sometimes you will get an answer while you wait, other times they will need you to come back later because the judge isn't available. If your IFP Application is granted, you will be allowed to file your Divorce Complaint without paying the filing fee. If your application is rejected, you will need to pay the filing fee before your file your complaint. The filing fee is currently \$150.00, but is subject to increase at any time.

PLEASE BE AWARE THAT IF YOU HIRE AN ATTORNEY AFTER YOUR IFP APPLICATION HAS BEEN APPROVED, THE COURT WILL NORMALLY REQUIRE YOU TO PAY THE FILING FEE. THE ONLY EXCEPTION IS IF YOUR ATTORNEY IS REPRESENTING YOU WITHOUT COST, AND IF YOUR ATTORNEY FILED A NOTICE WITH THE COURT STATING THAT THEY ARE REPRESENTING YOU WITHOUT COST. IT IS YOUR DUTY TO INFORM THE COURT IF YOUR SITUATION CHANGES AND YOU CAN AFFORD TO PAY THE FILING FEE, OR IF YOU HAVE HIRED AN ATTORNEY TO REPRESENT YOU AFTER YOUR IFP APPLICATION IS GRANTED.

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ADDITIONAL CONTENTS OF THIS PACKAGE: -PETITION TO PROCEED IFP (4 PAGES)

IN THE COURT OF COMMON PLEAS OF TIOGA COUNTY, PENNSYLVANIA

Plaintiff	· :
v.	: : NO:FS
	: : CIVIL ACTION - DIVORCE
	: ::::::::::::::::::::::::::::::::::::
PETITION TO PROCE	EED IN FORMA PAUPERIS
TO THE HONORABLE JUDGE OF T	HE ABOVE-REFERENCED COURT:
Please allow the undersigned Petitione support of this Petition is attached hereto.	er to proceed in forma pauperis. An affidavit in
Date:	Petitioner's Signature (pro se)
<u>c</u>	<u>ORDER</u>
and upon consideration of the above Petiti	, 20, pursuant to Pa. R. Civ. P. 240(d), ion to proceed <i>in forma pauperis</i> and the attached on to proceed without payment of costs is hereby
GRANTED	
DENIED:	
	BY THE COURT,
	J.

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IN THE COURT OF COMMON PLEAS OF TIOGA COUNTY, PENNSYLVANIA

	:
Plaintiff	: :
V.	: NO:FS
Defendant	: CIVIL ACTION - DIVORCE
:::::::::::::::::::::::::::::::::::::::	
Aff	IDAVIT IN SUPPORT OF
PETITION TO	PROCEED IN FORMA PAUPERIS
1. The Petitioner's name and ac	ddress are as follows:
Name:	
Address:	
	btain funds to pay the costs of this action.
3. The Petitioner's financial sta	atus is as follows:
a) Employment status:	□EMPLOYED □ UNEMPLOYED
IF EMPLOYED:	
	Employer:
Employer's Salary or Wages p	and Manufacture
	on/Duties:
IF UNEMPLOYED:	
Date of Last Emp	· ·
Salary or Wages p	
Position	on/Duties:

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b)	Other sources of income within the last year:	
	Social Security Payments:	
	Support Payments: Public Assistance:	
	Pensions or Annuities:	
	Investments:	
	Unemployment Compensation:	
	Worker's Compensation:	
	Other:	
c)	Other contributions to household support:	
	Spouse's Name: Spouse's Employer:	
	Spouse's earnings per Month:	
	Spouse's Type of Work:	
	Contributions from Children:	
	Contributions from Parents:	
	Other Contributions:	
d)	Property Owned:	
,	1 2	
	Cash:	
	Checking Account:	
	Savings Account: Certificates of Deposit:	
	Real Estate (including home):	
	Motor Vehicles	
	(make, model, year, and cost):	
e)	Debts and Obligations:	
	Mortgage (per month):	
	Rent (per month):	
	Loans (per month):	
	Other:	

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	f)	Persons dependent on Petitioner for Support:		
		Children (Identify by INITIALS ONLY and state their age(s)):		
		Other Persons (Name(s) and relationship(s)):		
4.	The	Petitioner understands that they have	ve a continuing obligation to inform the	court of
	any i	mprovement in their financial circu	umstances which would permit them to	pay the
	costs	incurred herein.		
5.	The	Petitioner understands that if they h	nire an attorney after their Petition to Pr	oceed in
	Form	na Pauperis is granted, then the Peti	itioner has an obligation to inform the c	ourt and
	pay t	he filing fee and any other costs, u	nless the attorney they hire files a writte	en notice
	that 1	the attorney is representing the Peti	itioner at no cost to the Petitioner.	
un	fidavi dersta	t are true and correct to the bes	Petition to Proceed in Forma Pauperis as of my knowledge, information, and made subject to the penalties of 18 Pathorities.	d belief. I
Da	te:			
			Petitioner's Signature (pro se)	_

5.