

# Petition to Proceed In Forma Pauperis (IFP)

## Instructions and Forms

### WARNING ABOUT YOUR LEGAL RIGHTS

 Self-represented parties are held to the same standards as attorneys admitted to the bar of the Commonwealth of Pennsylvania. Even though you choose to represent yourself, you must understand and follow statewide and local Rules of Court.

For your protection, be sure to verify you have met all up-to-date requirements by proceeding as follows:

In order for this Petition to Proceed IFP to be approved by a judge, you must deliver this completed Petition to Proceed IFP, the suggested Order and original Complaint/Petition (the document/pleading from which you are requesting exemption from payment) to the Prothonotary's Office, 1<sup>st</sup> Floor, Fayette County Courthouse, Uniontown, PA 15401, (724) 430-1272. The Prothonotary will deliver to the Administrative Office of Fayette County Courts the Petition to Proceed IFP, the suggested Order and pertinent document/pleading. The Administrative Office of Fayette County Courts will list these documents for Motions Court under routine motions and refer the documents to the assigned judge for consideration.

Below are the instructions and requirements to complete the information in the Petition to Proceed In Forma Pauperis and the caption on the suggested Order. After completion, the original of all forms including the Complaint/Petition must be filed at the same time in the Prothonotary's Office.

*If this Petition to Proceed IFP is granted by the Court, you will be permitted to file all future petitions, ONLY IN THIS CASE, free of charge due to you proving you are indigent,(someone who cannot pay).*

*If this Petition to Proceed IFP is granted, you will receive a court order with a judge's signature from the Prothonotary's Office. A copy of the signed Order must be attached to any future petition or motion you file pertaining to this case to verify that you are permitted to file In Forma Pauperis.*

***If you are granted permission to proceed in forma pauperis, you have a continuing obligation to inform the court of improvement in your financial situation which will enable you to pay the costs.***

## **Complete the Petition to Proceed In Forma Pauperis and Affidavit:**

1. Print the name of the Plaintiff in the caption. The caption is the initial top section of any document that is filed in this case. The caption stays the same for all documents filed in this case.
2. In the caption, print the name of the person that is listed in the first filing who is being named as a party in this lawsuit as the Defendant.
3. Insert the case number in the caption that was received from the Prothonotary's Office when the case was filed.
4. Read
5. Read
6. a. Print your name and address  
b. Print your information about your employer, salary and other financial questions  
c. Print the answers to the list of financial questions  
d. Print other contribution to your household by answering list of questions  
e. List all property owned pertaining to financial questions  
f. List all debts and obligations  
g. List any persons dependent on you.
4. Read
5. Read and understand that you are telling the truth and can be subject to penalties if this information you have provided is false.
6. Date and sign

This petition must be approved/granted by the judge before you can proceed without paying a filing fee. If this petition is approved/granted by a judge, you must provide a copy of the judge's Order with any future requests or petitions, **only in this case.**

## **Suggested Court Order:**

1. Print the name of the Plaintiff in the caption.
2. Print the name of the person in the caption who is being named as a party in this lawsuit as the Defendant.
3. Insert the case number that was received from the Prothonotary's Office when the case was filed.

**The judge will review, complete and sign this court order indicating his/her decision.**

IN THE COURT OF COMMON PLEAS OF FAYETTE COUNTY, PENNSYLVANIA  
CIVIL ACTION

\_\_\_\_\_, :  
PLAINTIFF :  
 :  
vs. : Case No. \_\_\_\_\_ :  
 :  
\_\_\_\_\_, :  
DEFENDANT :

PETITION TO PROCEED IN FORMA PAUPERIS AND AFFIDAVIT

1. I am the petitioner in the above matter and because of my financial condition am unable to pay the fees and costs of prosecuting or defending this action or proceeding.
2. I am unable to obtain funds from anyone, including my family and associates, to pay the costs of litigation.
3. I represent that the information below relating to my ability to pay the fees and costs is true and correct:

a.) My Name is: \_\_\_\_\_

My Address is: \_\_\_\_\_

\_\_\_\_\_

b.) Employment:

If you are presently employed, state your:

Employer: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

\_\_\_\_\_

Salary or wages per month: \_\_\_\_\_

Type of work: \_\_\_\_\_

If you are presently unemployed, state:

Date of last employment: \_\_\_\_\_

Salary or wages per month: \_\_\_\_\_

Type of work: \_\_\_\_\_

c.) Please list any other income received within the past twelve months:  
**(Write the gross amount (before taxes) per month that you received and the months you received this income.)**

Business or profession: \_\_\_\_\_

Other self-employment: \_\_\_\_\_

Interest: \_\_\_\_\_

Dividends: \_\_\_\_\_

Pension and annuities: \_\_\_\_\_

Social security benefits: \_\_\_\_\_

Support payments: \_\_\_\_\_

Disability payments: \_\_\_\_\_

Unemployment compensation and/or supplemental benefits: \_\_\_\_\_

\_\_\_\_\_

Workers' Compensation: \_\_\_\_\_

Public assistance: \_\_\_\_\_

Other: \_\_\_\_\_

d.) Other contributions to household support:  
**(Write the gross amount (before taxes) per month that you received and the months you received this income.)**

(Wife) (Husband) Name: \_\_\_\_\_

If your (wife) (husband) is employed, please state

Employer: \_\_\_\_\_

Salary or wages per month: \_\_\_\_\_

Type of work: \_\_\_\_\_

Contributions from children: \_\_\_\_\_

Contributions from parents: \_\_\_\_\_

Other contributions: \_\_\_\_\_

e.) Property owned:

Cash: \_\_\_\_\_

Checking Account: \_\_\_\_\_

Savings Account: \_\_\_\_\_

Certificates of deposit: \_\_\_\_\_

Real estate (including home): \_\_\_\_\_

Motor Vehicle: Make \_\_\_\_\_, Year \_\_\_\_\_,

Cost: \_\_\_\_\_ Amount Owed: \_\_\_\_\_

Stocks and bonds: \_\_\_\_\_

Other: \_\_\_\_\_

\_\_\_\_\_

f.) Debts and obligations:

Mortgage: \_\_\_\_\_

Rent: \_\_\_\_\_

Loans: \_\_\_\_\_

Other: \_\_\_\_\_

\_\_\_\_\_  
**(Write all of your regular monthly bills, phone, utilities, cable, insurance, etc.)**

g.) Persons dependent upon you for support:

(Wife/Husband) Name: \_\_\_\_\_

Children, if any:

Name: \_\_\_\_\_ Age: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Other persons:

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

4. I understand that I have a continuing obligation to inform the court of improvement in my financial circumstances which would permit me to pay the costs incurred herein.

5. I verify that the statements made in this affidavit are true and correct. I understand that false statements herein are made subject to the penalties of 18 Pa.C.S. § 4904, relating to unsworn falsification to authorities.

Date: \_\_\_\_\_

PETITIONER

IN THE COURT OF COMMON PLEAS OF FAYETTE COUNTY, PENNSYLVANIA  
CIVIL ACTION-LAW

\_\_\_\_\_  
PLAINTIFF, :  
 :  
 :  
 vs. : Case No. \_\_\_\_\_  
 :  
 :  
\_\_\_\_\_  
DEFENDANT. :

**ORDER**

AND NOW, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, it is hereby ORDERED that the above named Plaintiff/Defendant, be GRANTED leave to proceed *in forma pauperis* in the above action. At this time, the Plaintiff/Defendant is relieved from paying the initial filing fees and costs only. Plaintiff/Defendant shall promptly notify the Court of any material change in income or financial condition during the pendency of this action.

BY THE COURT,

\_\_\_\_\_  
JUDGE

ATTEST:

\_\_\_\_\_  
PROTHONOTARY