


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 In Forma Pauperis (IFP) to be approved by a judge, you must deliver this completed Petition to Proceed IFP, the suggested Order and the document/pleading/request from which you are requesting exemption from payment to the appropriate filing office for filing:

Civil case: Prothonotary, Fayette County Courthouse, 61 E. Main Street, 1st Floor, Uniontown, PA 15401 (724) 430-1272;

Criminal Case: Clerk of Courts, Fayette County Courthouse, 61 E. Main Street, 1st Floor, Uniontown, PA 15401 (724) 430-1253;

Orphans' Court: Register of Wills, Fayette County Courthouse, 61 E. Main Street, 1st Floor, Uniontown, PA 15401 (724) 430-1206.

You will then deliver a copy of the same documents to the Administrative Office of Fayette County Courts, 3rd Floor of the Fayette County Courthouse, 61 E. Main St., Uniontown, PA (724) 430-1230. 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.

If this Petition to Proceed IFP is granted, you will receive a court order with a judge's signature from the filing office. A copy of the signed Order must be attached to any future petition, motion or request 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. Complete the caption. **The caption is the initial top section of any document that is filed in this case.** (In Orphans's Court matters, the caption may not be Party A vs. Party B. List the caption as it reads on previously filed documents in this case.) The caption stays the same for all documents filed in this case.
2. Insert the case number in the caption that was received from the filing office when the case was filed.
3. Read
4. Read
5.
 - 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 or a transcript 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. You, as the Petitioner, are to complete the caption of the order as mentioned above.
2. Insert the case number that was received from the filing office when the case was filed.

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

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

| | | |
|------------|---|----------------|
| _____ | : | |
| PLAINTIFF, | : | |
| | : | |
| vs. | : | Case No. _____ |
| | : | |
| _____ | : | |
| DEFENDANT. | : | |

ORDER

AND NOW, this _____ day of _____, 20____, it is hereby ORDERED that the above named Petitioner, be GRANTED leave to proceed *in forma pauperis* in the above action. At this time, the Petitioner is relieved from paying the initial filing fees and costs only or transcript fees. Petitioner 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:

CLERK OF COURTS/PROTHONOTARY/REGISTER OF WILLS