SUPERIOR COURT OF CALIFORNIA, COUNTY OF MENDOCINO

Court Costs and Fee Waiver

Petition, Order

PACKET

M1

FORMS INCLUDED IN THIS PACKET:

1. FW-001-INFO Information Sheet on Wavier of Court Fees and Costs
2. FW-001 Application for Waiver of Court Fees and Costs
3. FW-003 Order on Application for Waiver of Court Fees and Costs

If you need additional forms not included in this packet, they can be obtained from the Superior Court Clerk's Office, the Self-Help Legal Access Center in the Ukiah courthouse, or at www.courts.ca.gov**.**

Filing Fee: No filing fee is required.

INSTRUCTIONS:

All paperwork must be **typed or printed neatly (legibly) in black ink**.

Prepare one (1) original and two (2) copies of all forms for filing with the Clerk's Office.

In most cases to file documents with the court you have to pay a filing fee. Mendocino County has its fee schedule posted on the court website at www.mendocino.courts.ca.gov or you can ask the clerk for fee information.

Some litigants may qualify for a fee waiver. To find out if you qualify, refer to the *Information Sheet on Waiver of Court fees and Costs* (form #FW-001-INFO).

If the *Application for Waiver of Court Fees and Costs* (form #FW-001) and a prepared *Order on Application for Waiver of Court Fees and Costs* (form #FW-003) is not presented for filing at the same time you file your case documents, you will be responsible for any court fees. If the court clerk is unable to grant a request for waiver of court fees at the time of filing, your case documents will all be filed at the time of submittal and your request to waive court fees will be submitted to a judicial officer for review. Depending upon the ruling by a judicial officer regarding your request to waive court fees, you may be required to pay all or part of any required fees. Failure to pay ordered court fees will result in the court setting aside and not considering any documents you have filed in your case.