

# Fee Waivers: Ask the Court to Waive or Lower the Cost of Fees

[California Government Code §§ 68630 et. seq](#)

([http://leginfo.ca.gov/faces/codes\\_displayText.xhtml?lawCode=GOV&division=&title=8.&part=&chapter=2.&article=6](http://leginfo.ca.gov/faces/codes_displayText.xhtml?lawCode=GOV&division=&title=8.&part=&chapter=2.&article=6)) . permit the court to waive court fees and costs for litigants in certain financial situations.

## Templates and Forms

- [Request to Waive Court Fees \(FW-001\)](https://www.courts.ca.gov/documents/fw001.pdf) (<https://www.courts.ca.gov/documents/fw001.pdf>)
- [Order on Court Fee Waiver \(FW-003\)](https://www.courts.ca.gov/documents/fw003.pdf) (<https://www.courts.ca.gov/documents/fw003.pdf>)
- [Request to Waive Additional Court Fees \(FW-002\)](https://www.courts.ca.gov/documents/fw002.pdf) (<https://www.courts.ca.gov/documents/fw002.pdf>)

Your court fees may be waived if:

- You are receiving public benefits such as Medi-Cal, Food Stamps, General Assistance, Cal-Works, SSI, SSP, etc.
- Your household income is below federal poverty guidelines, as shown on form FW-001.
- The court finds that you do not have enough income to support your family AND pay court fees.

The court may also order partial payment of court fees, or allow payments to be made over time. You are required to notify the court if your financial situation changes, or if you settle your case out of court. The court may require you to pay the previously waived fees. The forms requesting a fee waiver require you to provide detailed financial information. This information will remain confidential.

You must sign your fee waiver request under the penalty of perjury. All answers must be accurate and complete. The court cannot require proof of your finances when you submit your application for a fee waiver. At a later date, though, the court may require you to verify any statements made in your application.

You may also need....

**Sacramento Superior Court**  
**Fee Schedule**

(<https://www.saccourt.ca.gov/fees/docs/fee-schedule.pdf>)

## Step-by-Step Instructions

### 1. Complete the Required Forms

The Judicial Council forms commonly used in this procedure are:

- [Request to Waive Court Fees \(FW-001\)](http://www.courts.ca.gov/documents/fw001.pdf) (<http://www.courts.ca.gov/documents/fw001.pdf>)
- [Order on Court Fee Waiver \(FW-003\)](http://www.courts.ca.gov/documents/fw003.pdf) (<http://www.courts.ca.gov/documents/fw003.pdf>)
- [Request for Hearing About Court Fee Waiver \(FW-006\)](http://www.courts.ca.gov/documents/fw006.pdf) (<http://www.courts.ca.gov/documents/fw006.pdf>)

Sample filled-in forms with instructions are available at the end of this Guide.

### 2. Copying and Assembling

Make two (2) copies each of the *Request to Waive Court Fees* (FW-001), and the *Order on Court Fee Waiver* (FW-003). The original should be left unstapled, while the copies are stapled.

### 3. File Your Documents

Fee waiver forms should be filed along with your other court documents. The court will not accept your court documents without either the fees or the fee waiver forms. Fee waiver forms will not be accepted unless accompanied by other case documents.

### 4. Wait for the Court Ruling

Within five days, the court will rule on your fee waiver request. You will be notified by mail of the court's decision. If the court makes no order within five days, your waiver is automatically granted. If your fee waiver is granted, you will be able to proceed with your case.

**NOTE:** You may have to pay these fees at a later date. See Steps 8 and 9 for more information.

### 5. If Your Request is Denied

If your request is denied, one of three things may happen:

- If your request was denied because your papers were incomplete, you will have 10 days to either submit a revised application or pay the filing fees. The court will indicate on an *Order on Court Fee Waiver* (FW-

003) what is missing from your original request forms. Revise your forms, being sure to include what was missing.

- If your request was denied because you are ineligible for a fee waiver, you have 10 days to either pay the filing fees or request a hearing. To request a hearing, use a *Request for Hearing About Court Fee Waiver* (FW-006). The court will schedule a hearing and notify you of the date using a *Notice on Hearing About Court Fees* (FW-007).
- If the court needs more information, they will set a hearing. The hearing date will be indicated on the *Order on Court Fee Waiver* (FW-003).

If you do not either pay the fees, revise your request, or a request a hearing within 10 days, the court will cancel all of the papers you have filed in your case.

## 6. Attend the Fee Waiver Hearing

If a hearing is scheduled on your fee waiver, be sure to bring any documents or witnesses you have that help prove your financial condition. If this hearing was scheduled at the court's request, the court may have indicated what proof you need on the *Order on Court Fee Waiver* (FW-003). Bring all documents the court requested.

After the hearing, the court will grant or deny your fee waiver request, and provide you with the ruling on an *Order on Court Fee Waiver After Hearing* (FW-008).

## 7. If Your Request is Denied After a Hearing

If your request is denied, or if the court orders partial or installment payments, you must pay the required fees within ten days or the court will cancel all the papers you have filed in your case.

## 8. During Your Case

If your financial situation improves during your case, you must inform the court within five days using a *Notice to Court of Improved Financial Situation or Settlement* (FW-010) (<http://www.courts.ca.gov/documents/fw010.pdf>), available online at [the California Court's website](https://www.courts.ca.gov/forms.htm). (<https://www.courts.ca.gov/forms.htm>) If the court believes that your financial situation has changed, you may receive a notice to attend a hearing to reconsider your fee waiver. The court will send you a *Notice to Appear for Reconsideration of Fee Waiver* (FW-011), to notify you of the hearing date. In either of these situations, if the court determines that your improved financial situation allows you to afford court fees, you will be required to pay the previously waived fees.

## 9. At the End of Your Case

If you receive a money judgment in your favor, the court may order you or the other party to pay the previously

waived fees. If you settle your case out of court for \$10,000 or more, the court will require you to pay any waived fees.

## For more information

### On the Web:

**California Courts Self Help Website** – “[Fee Waiver](http://www.courts.ca.gov/selfhelp-feewaiver.htm)”

**Sacramento County Superior Court Website** – [Fee Waiver](http://www.saccourt.ca.gov/fees/fee-waiver.aspx)

### Waiver for Additional Fees

Ask the court to waive additional court fees and costs by filing a

[Request to Waive Additional Court Fees \(FW-002\)](https://www.courts.ca.gov/documents/fw002.pdf).

Common additional fees include:

- Jury fees and expenses
- Fees for a peace officer to testify in court
- Fees for court-appointed experts
- Court-appointed interpreter fees for a witness

## Samples

### Request to Waive Court Fees



FW-001

Request to Waive Court Fees

1. Enter your name and contact info.

2. Enter info about your job, if you are currently employed.

3. Enter your lawyer's info, if you have one. If not, enter "In Pro Per".

5. You must select either A, B, or C, depending on what fits your situation.  
A. If you check box A, you do NOT complete page 2.  
B. If you check box B, complete the left side of page 2.  
C. If you check box C, complete all of page 2.

If you are getting public benefits, are a low-income person, or do not have enough income to pay for your household's basic needs and your household may use this form to ask the court to waive your court fees. The court may ask you to answer questions about your finances. If the court waives your fees, you may still have to pay later if:

- You cannot give the court proof of your eligibility,
- Your financial situation improves during this case, or
- You settle your civil case for \$10,000 or more. The trial court's decision on your fees will have a lien on any such settlement in the amount of the waived fees and costs. The court may also charge you any collection costs.

1 Your Information (person asking the court to waive the fees):  
Name: Paul Sample  
Street or mailing address: 1234 Main Street  
City: Sacramento State: CA Zip: 95817  
Phone: 999-555-1234

2 Your Job, if you have one (job title): Mechanic  
Name of employer: Joe's Auto Shop  
Employer's address: 4321 Any Street, Sacramento, CA

3 Your Lawyer, if you have one (name, firm or affiliation, address, phone number):  
In Pro-Per

4 What court's fees or costs are you asking to be waived?  
☒ Superior Court (See Information Sheet on Waiver of Superior Court Fees and Costs (form FW-001-INFO))  
☐ Supreme Court, Court of Appeal, or Appellate Division of Superior Court (See Information Sheet on Waiver of Appellate Court Fees (form APP-015/FW-015-INFO).)

5 Why are you asking the court to waive your court fees?  
a. ☐ I receive (check all that apply; see form FW-001-INFO for definitions):  
☐ Food Stamps ☐ Supp. Sec. Inc. ☐ SSP ☐ Medi-Cal ☐ County Relief/Gen. Assist. ☐ IHSS  
☐ CalWORKS or Tribal TANF ☐ CAPI ☐ WIC ☐ Unemployment  
b. ☐ My gross monthly household income (before deductions for taxes) is less than the amount you check 5b, you must fill out 7, 8, and 9 on page 2 of this form.)  
c. ☒ I do not have enough income to pay for my household's basic needs and the court fees (check one and you must fill out page 2):  
☐ waive all court fees and costs ☐ waive some of the court fees ☐ let me make payments over time

6 Check here if you asked the court to waive your fees in the last six months.  
(If your previous request is rejected, you must fill out this form and check here): ☐  
I declare under penalty of perjury and under oath that the information I have provided on this form and all attachments is true and correct.  
Date: 08/01/2022  
Paul Sample  
Print your name here  
\_\_\_\_\_  
Sign here

Enter the address for the court handling your case:  
**For Civil Cases:**  
Superior Court, County of Sacramento  
720 Ninth Street  
Sacramento, CA 95814  
**For Family or Probate Cases:**  
Superior Court, County of Sacramento  
3341 Power Inn Road  
Sacramento, CA 95826

Enter your case number, if you do not have one, leave blank.  
Case Number: \_\_\_\_\_  
Case Name: ABC Company Vs. Sample

The case name is usually the party names, such as "Jones v. Smith".

4. Check the box for the court where your case will be heard.

If you check box 5(a), make sure to check the box for each type of assistance you are currently receiving

Judicial Council of California, www.courts.ca.gov  
Revised August 1, 2022, Mandatory Form  
Government Code, § 68633  
Cal. Rules of Court, rules 3.51, 8.26, and 8.818

Request to Waive Court Fees

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Request to Waive Court Fees (page 1 of 2)





**If you checked 5a, do not fill out page 2.  
If you checked box 5b fill out 7, 8, 9 ONLY.  
If you checked 5c fill out the entire page.**

**If your income changes a lot, check this box, if it stays about the same, leave blank.**

**Enter your name.**

**Enter your case number.  
Leave blank if you do not yet have a case number.**

Your name: Paul Sample Case Number: \_\_\_\_\_

**7** ☐ Check here if your income changes a lot from month to month. If it does, complete the form based on your average income for the past 12 months.

**8 Your Gross Monthly Income**

a. List the source and amount of **any** income you get each month, including wages or other income from work before deductions, spousal/child support, retirement, social security, disability, unemployment, military basic allowance for quarters (BAQ), veterans payments, dividends, interest, trust income, annuities, net business or rental income, reimbursement for job-related expenses, gambling or lottery winnings, etc.

(1) Wages	\$2,850.00
(2)	\$
(3)	\$
(4)	\$
<b>b. Your total monthly income:</b>	<b>\$2,850.00</b>

**9 Household Income**

a. List the income of all other persons living in your home who depend in whole or in part on you for support, or on whom you depend in whole or in part for support.

Name	Age	Relationship	Gross Monthly Income
(1) Sam Sample	17	Son	\$800.00
(2) Brenda Sample	12	Daughter	\$0.00
(3)			\$
(4)			\$

**b. Total monthly income of persons above:** \$800.00

**Total monthly income and household income (8b plus 9b):** \$3,650.00

**10 Your Money and Property**

a. Cash \$20.00

b. All financial accounts (List bank name and amount):

(1) Bank of Sacramento	\$100.00
(2)	\$
(3)	\$

c. Cars, boats, and other vehicles

Make / Year	Fair Market Value	How Still Owed
(1) 2000 Honda	\$2,000.00	\$0.00
(2) 2012 Toyota	\$8,500.00	\$5,200.00
(3)	\$	\$

d. Real estate

Address	Fair Market Value	How Still Owed
(1) 1234 Main Street, Sacto Ca	\$250,000.00	\$248,000.00
(2)	\$	\$

e. Other personal property (jewelry, furniture, furs, stocks, bonds, etc.):

Describe	Fair Market Value	How Still Owed
(1) NONE	\$	\$
(2)	\$	\$

**11 Your Monthly Deductions and Expenses**

a. List any payroll deductions and the monthly amount:

(1) Federal State Tax	\$329.50
(2) Medical, Dental, Vision Insurance	\$214.35
(3) FICA/CASDI	\$108.10
(4)	\$

b. Rent or house payment & maintenance \$1,450.00

c. Food and household supplies \$50.00

d. Utilities and telephone \$354.00

e. Clothing \$20.00

f. Laundry and cleaning \$22.00

g. Medical and dental expenses \$15.00

h. Insurance (life, health, accident, etc.) \$50.00

i. School, child care \$0.00

Child, spousal support (another marriage) \$0.00

Transportation, gas, auto repair and insurance \$450.00

Installment payments (list each below):

Paid to:

(1) Auto Loan	\$215.00
(2) Generic Credit Card	\$100.00
(3)	\$

Wages/earnings withheld by court order \$

n. Any other monthly expenses (list each below):

Paid to:

(1)	\$
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**Total up your monthly expenses.**

**Total monthly expenses (add 11a – 11n above):** \$3,827.95

**If you have exceptional expenses you believe the court should consider, check this box and use form MC-025 to explain.**

**If wages are withheld by court order, put that amount here.**

To list any other facts you want the court to know, such as unusual medical expenses, etc., attach form MC-025 or attach a sheet of paper and write Financial Information and your name and case number at the top.  
Check here if you attach another page. ☐

**Important! If your financial situation or ability to pay court fees improves, you must notify the court within five days on form FW-010.**

Revised August 1, 2022

**Request to Waive Court Fees**

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**Enter**

- the cash you have available,
- all accounts you have, with current balances.
- all vehicles and real property, including market value and amount owed.

**Include other personal items of value and amount owed.**

**List all deductions from your paycheck.**

**List other monthly expenses, including the amount spent in each category. "Installment payments" are often car payments, personal loans, credit cards etc.**





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Request to Waive Court Fees (page 2 of 2)

## Order on Court Fee Waiver

Enter your name and contact info

**FW-003**

**Order on Court Fee Waiver  
(Superior Court)**

**1 Person who asked the court to waive court fees:**  
 Name: Paul Sample  
 Street or mailing address: 1234 Main Street  
 City: Sacramento State: CA Zip: 95814

**2 Lawyer, if person in 1 has one (name, address, phone number, e-mail, and State Bar number):** In Pro Per

**3 A request to waive court fees was filed on (date):** 04/01/2019  
☐ The court made a previous fee waiver order in this case on (date):

**4 After reviewing your:** ☒ **Request to Waive Court Fees** ☐ **Request to Waive Additional Court Fees**

Enter your lawyer's info, if you have one. If not, enter "In Pro Per".

Enter the date you will be filing the request, of you are not sure, leave blank. If the court previously granted a fee waiver in this case, enter the date it was granted.

Enter the address for the court handling your case:  
**For Civil Cases:**  
 Superior Court, County of Sacramento  
 720 Ninth Street  
 Sacramento, CA 95814  
  
**For Family or Probate Cases:**  
 Superior Court, County of Sacramento  
 3341 Power Inn Road  
 Sacramento, CA 95826

Enter your case number. If you do not have one, leave blank.

The case name is usually the party names, such as "Jones v. Smith".

**DO NOT FILL ANYTHING ELSE ON THIS FORM.**  
 The court will complete the rest of the form, and return it to you by mail.

**Notice:** The court may order you to answer questions about your finances and later order you to pay fees. If this happens and you do not pay, the court can make you pay the fees and also charge you a fee for not paying. If there is a change in your financial circumstances during this case that increases your ability to pay fees and costs, you must notify the trial court within five days. (Use form FW-010.) If you win your case, the trial court may order you to pay the fees. If you settle your civil case for \$10,000 or more, the trial court will have a lien on the amount of the waived fees. The trial court may not dismiss the case until the lien is paid.

**5 Costs:** The court may order you to pay the costs listed below. (Cal. Rules of Court, rule 3.56.) You do not have to pay for the checked items.

☐ Filing papers in Superior Court  
☐ Making copies and certifying copies  
☐ Sheriff's fee to give notice  
☐ Court fee for phone hearing  
☐ Reporter's fee for attendance at hearing or trial, if reporter provided by the court  
☐ Assessment for court investigations under Probate Code section 1513, 1826, or 1851  
☐ Preparing, certifying, copying, and sending the clerk's transcript on appeal  
☐ Holding in trust the deposit for a reporter's transcript on appeal under rule 8.130 or 8.834  
☐ Making a transcript or copy of an official electronic recording under rule 8.835

☐ Giving notice and certificates  
☐ Sending papers to another court department  
☐ Court-appointed interpreter in small claims court  
☐ Fees for a peace officer to testify in court  
☐ Court-appointed interpreter fees for a witness

**6 Additional Fee Waiver.** The court grants your request and waives your additional superior court fees and costs that are checked below. (Cal. Rules of Court, rule 3.56.) You do not have to pay for the checked items.

☐ Jury fees and expenses  
☐ Fees for court-appointed experts  
☐ Other (specify):

☐ Fees for a peace officer to testify in court  
☐ Court-appointed interpreter fees for a witness

**7 Court Orders:** ☒ **Request to Waive Court Fees** ☐ **Request to Waive Additional Court Fees**

**8 Case Information:**  
 Fill in court name and street address:  
 Superior Court of California, County of SACRAMENTO  
 720 Ninth Street,  
 Sacramento, CA 95814  
 Fill in case number and name:  
 Case Number:  
 Case Name:  
 Sample v. ABC Company

**9 Court Orders:** ☐ **Request to Waive Court Fees** ☐ **Request to Waive Additional Court Fees**

**10 Case Information:**  
 Fill in court name and street address:  
 Superior Court of California, County of SACRAMENTO  
 720 Ninth Street,  
 Sacramento, CA 95814  
 Fill in case number and name:  
 Case Number:  
 Case Name:  
 Sample v. ABC Company



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