

**INSTRUCTIONS FOR
MOTION AND ORDER TO WAIVE FILING FEES – KENT LOCATION**

If you believe that you are unable to afford the civil fee and related surcharges in your civil or family law court case, you may request that the court waive it. In determining whether the filing fee should be waived, the Court will consider your ability to pay. In doing so, the court may apply a financial availability table based on 125% of the Federal Poverty Standard (see below). If there is a joint petition in a family law matter, your income will be added to your spouse's income in determining eligibility for a fee waiver.

However, the court may also waive the requirement for you to pay fees if your income is above the thresholds below, but finds that you have recurring basic living expenses which render you unable to pay the fees, or it may waive the fees if it finds there are other compelling circumstances to do so. If you are represented by a Qualified Legal Services Provider, that provider may obtain a fee waiver by presentation of the forms designated for their use.

Family Size	1	2	3	4	5	6	7	8	9 or more
Maximum Monthly Income*	\$1,301	\$1,761	\$2,222	\$2,682	\$3,143	\$3,603	\$4,064	\$4,524	Add \$460 for each additional
Maximum Annual Income*	\$15,613	\$21,138	\$26,663	\$32,188	\$37,713	\$43,238	\$48,763	\$54,288	Add \$5,525 for each additional

* "Income" means net income received, after taxes and child care costs are deducted.

The court may also waive the fees if you are currently receiving assistance under a needs-based, means-tested assistance program such as the following:

- Federal Temporary Assistance for Needy Families (TANF)
- State-provided general assistance for unemployable individuals (GA-U or GA-X)
- Federal Supplemental Security Income (SSI)
- Federal poverty-related veteran's benefits
- Food Stamp Program (FSP)

If using any of the above as the basis for waiver of filing fees, please bring evidence, such as a copy of a recent benefits award letter.

FORMS TO USE: The Court has standard forms for obtaining fee waivers, which you are to use even though you may have obtained similar forms elsewhere. The forms are available at no cost from the Copy Center in the Clerk's Office (2-C), the Family Law Facilitator (3-D) or online (www.courts.wa.gov/forms/?fa=forms.contribute&formID=87).

1. Motion and Order to Waive Civil Fees and Surcharges
2. Financial Statement (If you currently receive needs-based, means-tested benefits as identified above, you do not need to complete this form.)

INSTRUCTIONS:

Fill out all forms completely. Be sure to sign and date the Motion and Order and complete the "Financial Statement" form or obtain a copy of a recent benefits award letter.

Delivery IN-Person

Take the completed forms along with your completed Petition or Complaint to the *Ex Parte* Department (Room 1-J, on the 1st Floor of the Kent Regional Justice Center) to have a Commissioner review your request and sign the order.

- If the Commissioner signs the Order, you will be able to file your case without paying any fees. In a family law matter, you may be required to pay the Courthouse family law facilitator fee; also, you or your spouse may be required to pay the filing fee later if there is a joinder to the petition.
- If the waiver is denied, you will be required to pay the filing fee to file your case.

After obtaining a signed Order, take it and all your case initiating forms to the Cashier's Window in the Clerk's Office (Room 2-C, on the 2nd Floor of the Kent Regional Justice Center). You must file the originals of all forms the same day the Commissioner signs the order. **DO NOT remove this order from the courthouse.**

- The Ex Parte Department (Room 1-J) is open 9:00 to 11:45 a.m. and 1:30 to 4:00 p.m.
- The King County Superior Court Clerk's Office (Room 2-C) is open 9:00 am – 4:30 pm (Limited service between 12:15 – 1:15 pm).
- To contact Family Law Facilitators, call 206-477-2781.

Delivery By MAIL

Regional Justice Center
Attn: Clerks Office
401 Fourth Avenue North Room C2
Kent, WA 98032-4429

If you are unable to come in person or mail your Motion and Order to Waive Filing Fee and supporting documentation, please call (206) 477-0815 for assistance.