

INSTRUCTIONS

IN FORMA PAUPERIS PETITION

*IT IS STRONGLY RECOMMENDED THAT
YOU CONSULT AN ATTORNEY*

DISCLAIMER

THE SELF HELP CENTER STAFF AND THE STAFF IN ANY COURT OFFICE ARE UNABLE TO GIVE YOU LEGAL ADVICE OR HELP YOU FILL OUT/COMPLETE THE FORMS. THE INFORMATION IN THE PACKETS IS NOT A SUBSTITUTE FOR PROFESSIONAL LEGAL ADVICE. THE COURT ASSUMES NO RESPONSIBILITY AND ACCEPTS NO LIABILITY FOR ACTIONS TAKEN BY USERS OF THESE DOCUMENTS, INCLUDING RELIANCE ON THEIR CONTENTS. IF YOU WANT TO OBTAIN THE SERVICES OF AN ATTORNEY BUT DO NOT KNOW WHOM TO CONTACT, YOU MAY CALL THE DAUPHIN COUNTY LAWYER REFERRAL SERVICE AT (717) 232-7536.

INSTRUCTIONS FOR COMPLETING A PETITION TO PROCEED IN FORMA PAUPERIS (IFP) AND ORDER

To file any lawsuit you must pay a filing fee. However, it may be possible to have the filing fee waived if you can prove to the court that you cannot afford to pay the fee.

To do this, you must file a Petition to Proceed In Forma Pauperis (IFP). An IFP is simply a detailed list of your income and expenses. You must complete the IFP and file it at the same time that you file your Complaint or Petition at the Prothonotary's Office. The following are step-by-step instructions on how to fill out the IFP.

ORDER GRANTING LEAVE TO PROCEED IN FORMA PAUPERIS

1. Print the full legal name of each party above "Plaintiff" and "Defendant." The Prothonotary's Office will assign your case a number when you file the IFP along with the Complaint or Petition.
2. Do not fill in the date or the judge's name. The court will complete the rest of the Order.

PETITION FOR LEAVE TO PROCEED IN FORMA PAUPERIS

1. Fill in your name, address, phone number, and e-mail address (if you have one).
2. As in your Complaint or Petition, print the full legal name of each party above "Plaintiff" and "Defendant." The Prothonotary's Office will assign your case a number when you file the IFP along with the Complaint or Petition.
3. Sign and date the Petition for Leave to Proceed In Forma Pauperis.

CERTIFICATE OF INDIGENCY

1. Fill in your name, address, phone number, and e-mail address (if you have one).
2. Print the full legal name of each party above "Plaintiff" and "Defendant." The Prothonotary's Office will assign your case a number when you file the IFP along with the Complaint or Petition.
3. **Line 1** – If you are the Plaintiff – circle the word "Plaintiff." If you are the Defendant – circle the word "Defendant."

4. **Line 2** -- You are stating that you cannot afford to pay the costs in this action and that you are unable to borrow money to pay the costs in this action.
5. **Line 3**
 - (a). Fill in your name, address and social security number.
 - (b). If you are currently employed, print your employer's name and address, your monthly salary, and the type of work you do. If you are not currently employed, fill in the date of your last employment (if none, write "none"), your wages at your last job and the type of work you did.
 - (c). List any other income you received within the last twelve (12) months. If any of the entries apply to you, fill in your average monthly income from that source. If an entry does not apply, simply write "none."
 - (d). List any income that is received by other people in your household that helps to support the household. If someone is not a member of your household, do not list their income here unless they give you money. For example, if you are suing your husband for divorce, do not list him or his income here unless he is providing you with money. Simply write "none" and go on to the questions about household contributions from your children, parents or others who live with you. If none of these apply, simply write "none."
 - (e). List any property you own and its value. If you do not have any of the types of property listed, simply write "none."
 - (f). Fill in an average monthly figure where applicable and write "none" to a type of debt that does not apply to you.

Note: The "other" category is quite broad. Use this category to list your average monthly electric, gas, oil, telephone, and cable TV bills. You should also list miscellaneous expenses such as hospital bills, laundry, haircuts, and food. Make sure you list every expense and identify it.

- (g). List the people who depend on you for support. Once again, if you are suing your husband for divorce, for example, you would not list his name here unless you provide money to him. If you have dependent children, list their full names and ages. Also, list any other people dependent upon you for support and their relationship to you.

6. **Line 4**

This statement means that you understand you must report any improvement in your financial situation to the court.

7. **Line 5**

This statement means that you are providing accurate information and that you understand certain penalties can be imposed if you make false statements.

8. When you have completed the Certificate of Indigency, sign and date it where indicated. **DO NOT LEAVE ANY SPACES BLANK OR STATE THAT SOMETHING IS NOT APPLICABLE.**