

**INSTRUCTIONS - WAIVER OF COURT FEES AND COSTS**  
**TILMAAMAHA - KA DHAAFIDDA**  
**KHIDMADAHA IYO KHARASHKA MAXKAMADDA**  
**(IN FORMA PAUPERIS)**  
**(IN FORMA PAUPERIS)**  
**Minnesota Statutes § 563.01**  
**Sharciyada Minnesota § 563.01**

If you cannot afford to pay court fees and costs, you may be able to have these fees and costs waived. Under the law, the court can waive these fees and costs if:

*Haddii aadan awood u lahayn in aad bixisid khidmadaha maxkamadda, waxaa dhici karto in lagaa dhaafo khidmadahaan iyo kharashka. Sida hoos timaado sharciga, maxkamadda waxay kaa dhaafi kartaa khidmadahaan iyo kharashka haddii:*

1. You are receiving public assistance under one or more of the following programs:  
*Aad qaadatid kaalmada la siiyo dadweynaha ee hoos timaada mid ama ka badan barnaamijyada soo socda:*

Minnesota Family Investment Plan (MFIP), MFIP-Emergency Assistance, or MFIP-Diversionary Assistance; General Assistance or Emergency General Assistance; Medical Assistance or General Assistance Medical Care; Food Stamps; Supplemental Security Income; Minnesota Supplemental Assistance (MSA) or MSA-Emergency Assistance; Energy Assistance.

*Qorshaha Maalgelinta Qoyska Minnesota (MFIP), MFIP-Gargaarka Degdegga, ama MFIP-Gargaarka ku Leexinta; Gargaarka Guud ama Degdegga Gargaarka Guud; Gargaarka Caafimaadka ama Daryeelka Caafimaadka Gargaarka Guud; Boonada Raashinka; Dakhliga Sugidda Dheeraadka ah; Gargaarka Dheeraadka ah ee Minnesota (MSA) ama MSA-Gargaarka Degdegga; Gargaarka Quwadda.*

OR  
AMA

2. You are represented by a legal services or volunteer attorney on behalf of a civil legal services program or a volunteer attorney program based on indigence.  
*Ay uu ku mattalo adeegyada sharciga ama qareen ku shaqeeya iskaa wax u qabso oo ku hadla magaca barnaamijka adeegyada sharciga madaniga ama barnaamijka qareenka ku shaqeeyo iskaa wax u qabso taasoo ku saleysan baahida.*

OR  
AMA

3. Your annual family income before taxes is less than 125% of the Federal Poverty Guidelines (2020 figures) for your family size as indicated below.  
*Dakhliga sannadka soo gala qoyska ka yar yahay 125% Tilmaanta Saboolnimada Federaalka (xisaabta 2020) marka la fiiriyo tirada qoyskaada sida lagu muujiyay hoos.*

Maximum Income Level – 125% of Poverty  
*Heerka Dakhliga Ugu Badan - 125% Saboolnimada*

| Please Check Your Family Size               | Size of Family Unit                 | Annual Family Income Before Taxes                                  | Monthly Family Income Before Taxes                            | Weekly Family Income Before Taxes                         |
|---|-------------------------------------|--|---|---|
| <i>Fadlan Calaamee<br/>Tirada Qoyskaada</i> | <i>Tirada<br/>Unugga<br/>Qoyska</i> | <i>Dakhliga Soo Gala<br/>Qoyska Sannadka<br/>Canshuurta Ka Hor</i> | <i>Dakhliga Soo Gala<br/>Qoyska<br/>Canshuurta Ka<br/>Hor</i> | <i>Dakhliga Soo Gala<br/>Qoyska Canshuurta<br/>Ka Hor</i> |
|   | 1                                   | \$ 15,950  | \$ 1,329  | \$ 307  |
|   | 2                                   | \$ 21,550  | \$ 1,796  | \$ 414  |
|   | 3                                   | \$ 27,150  | \$ 2,263  | \$ 522  |
|   | 4                                   | \$ 32,750  | \$ 2,729  | \$ 630  |
|   | 5                                   | \$ 38,350  | \$ 3,196  | \$ 738  |
|   | 6                                   | \$ 43,950  | \$ 3,663  | \$ 845  |
|   | 7                                   | \$ 49,550  | \$ 4,129  | \$ 953  |
|   | 8                                   | \$ 55,150  | \$ 4,596  | \$ 1,061  |

More than 8 members, add \$5,600 annually for each additional family member (or \$467 monthly or \$108 weekly)

Number of family members: \_\_\_\_\_ Calculate and enter figure here: \$ \_\_\_\_\_

*In ka badan 8 xubin, ku dar \$5,600 sannad kasta xagga xubin kasta oo ku soo darsooma qoyska (ama \$467 bil kasta ama \$108 todobaad kasta)*

*Tirada xubnaha qoyska: \_\_\_\_\_ Xisaabi kaddibna halkaan ku qor xisaabta: \$ \_\_\_\_\_*

OR

AMA

4. Your income is not enough to pay for the common necessities of life for yourself and the people you support and also to pay court fees and costs.

*Dakhligaada kuma filna in aad iska bixisid baahida caadiga noloshaada iyo dadka aad masaruuftid iyo in aad iska bixisid khidmadaha iyo kharashka ku baxa maxkamadda.*

If you believe you meet one of the categories above, you can apply to proceed In Forma Pauperis (the Latin title used to describe the procedure for waiver of court fees and costs).

*Haddii aad aaminsan tahay in aad la kullantid mid ka mid ah qeybaha kore, waxaad dalban kartaa in aad horay ugu sii socotid In Forma Pauperis (magaca Latiinka loo isticmaalo in lagu sifeeyo habka ka dhaafidda khidmadaha iyo kharashka ku baxa maxkamadda).*

**STEP 1:** Complete the *Affidavit for Proceeding In Forma Pauperis*. Do not sign the form until you are in front of the court administrator or notary public. Make sure you attach copies of any documents requested on the form, such as proof of public assistance, etc.

**TALAABADA IAAD:** *Buuxi Warqadda Dhaarta Dacwadda In Forma Pauperis. Ha saxiixin foomka ilaa aad hor tagtid maamulaha maxkamadda ama notaayada dadweynaha. Hubso in aad ku lifaaqidid warqadaha la codsaday foomka, sida caddeynta kaalmada dadweynaha, iwm.*

**STEP 2:** Complete the case heading for the *Order Denying / Granting In Forma Pauperis*. The case heading (name of Plaintiff/Petitioner and Defendant/Respondent, etc.) should match your *Affidavit for Proceeding In Forma Pauperis*. The rest of the order can be left blank. The judge

will decide whether to sign the section denying or granting the order based on the information you provide.

**TALAABADA 2AAD:** *Buuxi magaca kiiska xagga Ammarka Diidmada / Siinta In Forma Pauperis. Magaca kiiska (magaca Dacwoodaha/Codsadaha iyo Eedeysanaha/La Haystaha, iwm.) waa in ay waafaqsan yahiiin Dhaartaada Dacwadda Ka Dhaafidda Kharashka iyo Khidmadda Maxkamadda (Affidavit for Proceeding In Forma Pauperis). Waa leyska dhaafi karaa inta ka hartay ammarka. Garsooraha ayaa go'aan ka gaari doono haddii loo baahan yahay in la saxiixo qeybta diidmada ama siinta ammarka taasoo ku saleysan macluumaadka aad bixisid adiga.*

**STEP 3:** File these documents with the Court Administrator. You can sign the *Affidavit for Proceeding In Forma Pauperis* in front of the court administration staff. The staff person will tell you the procedures for having a judge review your application.

**TALAABADA 3AAD:** *Waxaad warqadahaan u gudbisaa Maamulaha Maxkamadda. Waxaad saxiixi kartaa Warqadda Dhaarta Dacwadda In Form Pauperis marka aad hor tagtid shaqaalaha maamulka maxkamadda. Qofka shaqaalaha ayaa kuu sheegi doono hababka uu garsooraha ku fiiriyo arjigaada.*

If the judge grants your request to waive fees and/or costs, the order will only apply to the court case listed in the caption of the *In Forma Pauperis* (IFP) order. The IFP order will expire one year from the date of the order. The court may alter or amend the order at any time before expiration of the order. If the court action is not resolved before the expiration date of the IFP order and other fees or costs are required to be paid, you will need to fill out another *In Forma Pauperis* Application or Supplemental *In Forma Pauperis* Application.

*Haddii garsooraha ku siiyo codsigaada in lagaa dhaafo khidmadaha iyo/ama kharashka, ammarka wuxuu quseeyn doonaa oo keliya kiiska maxkamadda ee ku qoran ammarka In Form Pauperis (IFP). Ammarka IFP wuxuu dhici doonaa hal sanno kaddib laga bilaabo taariikhda la soo saaray ammarka. Waxaa dhici karto in maxkamadda wax ka baddasho ammarka waqti kasta ka hor inta uusan dhicin ammarka. Haddii talaabada maxkamadda aan xal laga gaarin ka hor inta aan la gaarin taariikhda dhicidda ammarka IFP lana rabo in la bixiyo khidmado ama kharash kale, waxaa loo baahan yahay in aad buuxisid Arjiga In Form Pauperis ama Arjiga Dheerkaad ah ee In Forma Pauperis.*

If you have any questions and cannot afford an attorney, you may wish to consult the legal aid office, legal services office, or lawyer referral service in your county (listed in the yellow pages under “Attorneys”), or by going to [www.lawhelpmn.org](http://www.lawhelpmn.org).

*Haddii aad qabtid su'aalo, aadna awoodin qareen, waxaad la tashan kartaa xafiiska kaalmada sharciga, xafiiska adeegga sharciga, ama adeegga tixraacinta qareenka ee dagmadaada (ku qoran bogagga jaalaha qeybta hoos timaada "Attorneys"), ama marka aad tagtid [www.lawhelpmn.org](http://www.lawhelpmn.org).*

Helpful materials may be found at your public county law library. For a directory, see <http://mn.gov/law-library/research-links/county-law-libraries.jsp> . For more information, contact your court administrator or call the Minnesota State Law Library at 651-296-2775. *Waxyaabaha waxtarka leh waxaa laga heli karaa maktabka sharciga dadweynaha ee dagmadaada. Si aad u heshid liiskaa, fiiri <http://mn.gov/law-library/research-links/county-law-libraries.jsp> . Si aad u heshid macluumaad dheeraad ah, la xariir maamulaha maxkamadda ama wac Maktabka Sharciga Gobolka Minnesota, telefoonka 651-297-7651.*