



MINNESOTA GUIDE & FILE

Next Steps: Request for Fee Waiver

Printing at end of interview

Save the email and password you used for your Guide & File account; you will need this information later to go back to your Guide & File account or to go to the eFS System (Minnesota Judicial Branch's web-based system that allows you to eFile documents in Minnesota district courts).

Below are the next steps for requesting a fee waiver, also known as *In Forma Pauperis*, when choosing to print your forms at the end of the interview.

STEP 1: Review the Completed Form

Guide & File created an *Affidavit for Proceeding In Forma Pauperis* (IFP102) and *Proposed Order for Proceeding In Forma Pauperis* (IFP104) for you.

Carefully read through your answers on IFP102. Is your form complete? Is the information true and correct? If you find any errors, go back into the interview (<https://minnesota.tylertech.cloud/SRL>) and make changes.

STEP 2: Sign and Date the form

- Once your forms are complete, print or download the *Affidavit* (IFP102), the *Proposed Order* (IFP104) and the *Next Steps* listed on the **Summary Page** in the interview.
- Date and sign the form. Fill out information about where you signed the form. Do not sign IFP104, that is for the judicial officer to sign after reviewing your *Affidavit*.

Note – if you plan to electronically file your forms, you can type your signature on the downloaded form. Type a “/s/” before your name to create a typographical signature. Otherwise, you can scan your hand-signed forms to upload.

STEP 3: File Your Forms with Court Administration

Once your form is signed, you are ready to file them with the court. It is a good idea to make a copy of IFP102 (after signing) for your own records before filing. How you file your forms is explained below.

At the Courthouse:

- File the original *Affidavit for Proceeding In Forma Pauperis* (IFP102) and *Proposed Order for Proceeding In Forma Pauperis* (IFP104) with court administration.
- This can be done either in person at the courthouse or by mail. Addresses for courthouses are online at <https://www.mncourts.gov/Find-Courts.aspx>.

Electronic Filing through eFS System:

- Your eFS System login information is the same as your Guide & File login and password. Information for eFiling is on the MN Judicial Branch website at <https://www.mncourts.gov/eFile> under the “eFile and eServe Training” tab.
- Once you choose to eFile, you will need to continue to use the eFS System for the rest of the case. See Minn. Gen. R. Prac. 14.01(b)(5)(i) (https://www.revisor.mn.gov/court_rules/gp/id/14/).
- You will need to upload a signed copy of your forms that you saved to your computer.

STEP 4: Wait to hear from Court Administration

- A judicial officer will review the Fee Waiver forms to see if you qualify to waive the court fees. If more income information or proof of public assistance is needed, Court Administration may contact you with that request.
- The judicial officer may waive all of the court filing fees, or some of the fees if they believe that you can pay some, but not all of the fees. If your request for a Fee Waiver is denied, or you need to pay some amount of filing fees, you will then need to pay the filing fee for your case to move forward.
- Court Administration will let you know of the judicial officer’s decision by sending you a copy of the signed *Order for Proceeding In Forma Pauperis*.
- If your request is denied and you do not pay the filing fee, your case will be dismissed.

Need Help?

Contact the Statewide Self-Help Center at 651-435-6535, or

<https://mncourts.gov/Help-Topics/Self-Help-Centers/Self-Help-Centers-Contact.aspx>

For help with the eFS System (if eFiling your forms in Step 3), contact the eFS Support Center at 612-902-9585 or 1-844-918-1724 (if calling long distance from a landline phone), or <https://www.mncourts.gov/eFS-Support>