

APPLYING FOR FEE WAIVER OR DEFERRAL

(STEPS 1-2)

1



Complete & file **Application for Fee Deferral or Waiver**. Don't forget to include the required **PROOF**.



By signing your Application, you agree to a **Consent Judgment**



A **CONSENT JUDGMENT** is a way for the court to collect unpaid court fees after there is a final order/decreed/judgment in your case.

2



The clerk or hearing officer will review your Application and may make a determination immediately or at a later time in the **Order Regarding Deferral or Waiver of Fees**.



If a waiver is granted, you do not have to pay filing fees. You are done with the process



If a deferral is granted, you may have a payment plan



If a deferral is granted, your payments may be postponed



If a waiver or deferral is denied, you are responsible to pay the fees



If you disagree with the court's Order, complete & file a **Request and Order for Hearing** within **20 days**

FINAL ORDER/DECREE/JUDGMENT IN YOUR CASE (STEP 3)

3



When there is a **final order/decreed/judgment** in your case, you will receive a **Notice of Court Fees and Costs Due** from the court

The notice will tell you:



How much money is owed



What steps to take to avoid a judgment against you



You must pay the unpaid court fees **30 days** after final order/decreed/judgment is issued in your case, unless you do one of the options in Step 4

FILING FEES DUE

(STEP 4)

3 OPTIONS

4A



If your financial situation has not changed, complete & file a **Supplemental Application** within 30 days of final order/decreed/judgment

or

4B



If you can, establish a payment plan and make timely payments within 30 days of final order/decreed/judgment

or

4C



If you have questions about the amount due, request a free itemized statement. If you still have questions, complete & file the **Request and Order for Hearing** for a review with a hearing officer within 30 days of final order/decreed/judgment

REVIEW HEARING

(STEPS 5-8)

