

Request for Fee Waiver or Deferral Checklist (eFiling)

Step 1. Complete Request for Fee Waiver or Deferral Forms	✓																				
<p>Complete the required fee waiver/deferral documents: Application and Order for Deferral or Waiver of Court Fees or Costs and Consent to Entry of Judgment.</p> <p>Fee waiver and deferral forms are available at Fee Waiver and Deferral Forms.</p>																					
<p>Ensure your Application for Deferral or Waiver is fully completed, and all applicable sections are filled in.</p>																					
<p>Sign your Application for Deferral or Waiver. If eFiling, a /s/ typed name, such as /s/ John Smith, is an acceptable signature.</p>																					
<p>Ensure the documents (e.g., Complaint, Petition, Response) are completed, signed, and ready to upload.</p>																					
Step 2. eFile Your Documents																					
<p>Register or log into one of the following Arizona eFiling applications: eFileAZ: For Superior or limited jurisdiction court cases</p>																					
<p>Select 'Yes' on the Case Information tab in the field that asks if "I or the party(s) I represent are requesting a fee waiver or deferral" to upload the fee waiver or deferral forms.</p> <div data-bbox="386 1094 1174 1167" style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <p>* I or the party(s) I represent for this submission are requesting a fee waiver or deferral.: <input checked="" type="radio"/> Yes <input type="radio"/> No</p> </div>																					
<p>Upload your fee waiver or deferral documents and any supporting documentation in the appropriate sections on the Case Information tab.</p> <div data-bbox="386 1318 1174 1612" style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <table border="0"> <tr> <td style="padding: 2px;">Application for Deferral or Waiver of Court Fees or Costs and Consent to Entry of Judgment</td> <td style="padding: 2px;">* Upload</td> <td style="padding: 2px;">Choose File</td> <td style="padding: 2px;">No file chosen</td> </tr> <tr> <td style="padding: 2px;">Supporting Documentation:</td> <td style="padding: 2px;">Upload</td> <td style="padding: 2px;">Choose File</td> <td style="padding: 2px;">No file chosen</td> </tr> <tr> <td style="padding: 2px;">Verification of Party's Receipt of Non-Profit Legal Services:</td> <td style="padding: 2px;">Upload</td> <td style="padding: 2px;">Choose File</td> <td style="padding: 2px;">No file chosen</td> </tr> <tr> <td style="padding: 2px;">Proposed Order Regarding Deferral or Waiver of Court Fees and Costs and Notice Regarding Consent Judgment</td> <td style="padding: 2px;">* Upload</td> <td style="padding: 2px;">Choose File</td> <td style="padding: 2px;">No file chosen</td> </tr> <tr> <td style="padding: 2px;">Affidavit in Support of Application for Deferral or Waiver of Service of Process Fees</td> <td style="padding: 2px;">Upload</td> <td style="padding: 2px;">Choose File</td> <td style="padding: 2px;">No file chosen</td> </tr> </table> </div>	Application for Deferral or Waiver of Court Fees or Costs and Consent to Entry of Judgment	* Upload	Choose File	No file chosen	Supporting Documentation:	Upload	Choose File	No file chosen	Verification of Party's Receipt of Non-Profit Legal Services:	Upload	Choose File	No file chosen	Proposed Order Regarding Deferral or Waiver of Court Fees and Costs and Notice Regarding Consent Judgment	* Upload	Choose File	No file chosen	Affidavit in Support of Application for Deferral or Waiver of Service of Process Fees	Upload	Choose File	No file chosen	
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<p>If an uploaded document needs to be replaced, the document must be replaced on the Case Information tab. The fee waiver and deferral documents cannot be replaced on the Documents tab.</p>																					

Note: *If the Application for Deferral or Waiver is incomplete or lacks appropriate supporting documentation, the submission may be considered deficient and must be refiled.*