## APPLICATION INFORMATION

If you are required to pay a fee or cost before you can file a document or proceed in court but cannot afford to pay the fee or cost, then you may be eligible for a waiver of those fees and costs pursuant to Pa.R.J.A. 1990. If you are represented by a lawyer who is providing you with free legal services, then ask that lawyer to file a "*praecipe*" to obtain a waiver.

If you are not represented by a lawyer who is providing you with free legal services, then you need to apply for a waiver by completing and signing an Application. The Application asks you for information about your ability to pay the fee or cost. Untrue statements made on the Application may result in criminal charges.

Once you complete and sign the Application, return it to the same filing office where the lawsuit was originally filed. The court will then decide whether you qualify for a waiver. To help the court decide, you may be asked to provide more information or appear before a judge.

If the court decides not to approve your Application, then you must pay the required fee or cost within 30 days of that decision or appeal that decision.

**Remember:** If the court grants your Application and your ability to pay improves, then you must inform the court.