

Instructions for Completing In Forma Pauperis (IFP) Forms

The Petition to Proceed *In Forma Pauperis* forms are to be completed if you feel you cannot afford the filing fees associated with your case. If the Judge agrees you cannot afford the fees, based on your answers provided on the IFP, then the County will pay the fees for you. If the Judge feels you can pay the fees, you will then need to pay the fees in the Prothonotary's Office, located in the Courthouse on Level B.

1. Fill out the IFP to the best of your abilities, completing EVERY line. LEAVE NO BLANK LINES.
2. DO NOT use "N/A" or "Not Applicable." Everything is applicable, even if the answer is "none" or "0." DO NOT use dashes or cross anything out.
3. Be sure the top heading is completed EXACTLY THE SAME on all forms. In other words, be sure the Plaintiff is shown as the same and the Defendant is shown as the same on every form.

If you were the original Defendant, you will continue to stay as such. Meaning, for example, if you are filing for custody modification and you are the Defendant under the original filings, then you are still the Defendant but also the Petitioner. You are the one who is petitioning the court. The other party is still the Plaintiff, but also is now the Respondent.

4. On the Affidavit in support of your Petition, be sure to indicate monies coming in and out PER MONTH. For example, if you receive support payments of \$500 per month, write this as "\$500/mo."
5. Pay special attention to 3(f) "Debts and Obligations." This is where you list all your monthly expenses. For example, if you pay a monthly health or car insurance premium, you will want to list this here under "Other."
6. Be sure to sign and date both the Petition and the Affidavit.

IN THE COURT OF COMMON PLEAS OF CRAWFORD COUNTY, PENNSYLVANIA

CIVIL ACTION - LAW

_____, :
Plaintiff :
 :
v. : ____ D ____ - 20 ____
 : (case no.)
 :
_____, :
Defendant :

PETITION TO PROCEED IN FORMA PAUPERIS

PURSUANT TO PA.R.CIV.P. 240

I, the undersigned, do hereby state under oath:

1. My name is _____ and I live at _____.
2. I am a party to the above action but I do not have the financial resources to pay the costs of litigation.
3. I am not represented by an attorney in this matter.
4. I have attached an Affidavit to this Petition concerning my financial situation.
5. I request that the Court allow me to proceed without paying any costs or fees with respect to this litigation.
6. I verify that the statements made in this Petition are true and correct to the best of my knowledge, information and belief. I further understand that any false statements made herein are subject to the penalties of 18 Pa.C.A. § 4904 relating to unsworn falsifications to authorities.

Date: _____

☐ Plaintiff ☐ Defendant ☐ Intervenor

IN THE COURT OF COMMON PLEAS OF CRAWFORD COUNTY, PENNSYLVANIA

CIVIL ACTION - LAW

_____, :
Plaintiff :
 :
v. : ____ D ____ - 20 ____
 : (case no.)
 :
_____, :
Defendant :

AFFIDAVIT IN SUPPORT OF PETITION TO PROCEED INFORMA PAUPERIS
PURSUANT TO PA.R.CIV.P. 240

1. I am a party to the above matter and because of my financial condition am unable to pay the fees and costs of prosecuting, defending, or intervening in this action.

2. I am unable to obtain funds from anyone, including my family and associates, to pay the cost of litigation.

3. I represent that the information below relating to my ability to pay the fees and costs is true and correct.

(a) Name: _____

Address: _____

(b) Employment

If you are currently employed, state

Employer: _____

Address: _____

Salary or wages per month: _____

Type of work: _____

If you are currently unemployed, state

Date of last employment: _____

Salary or wages per month: _____

Type of work: _____

(c) Other income within the past twelve months

Business or profession: _____

Other self-employment: _____

Interest: _____

Dividends: _____

Pension and annuities: _____

Social Security benefits: _____

Support payments: _____

Disability payments: _____

Unemployment compensation and supplemental benefits: _____

Worker's compensation: _____

Public assistance: _____

Other income: _____

(d) Other contributions to household support

Name of ☐ Wife ☐ Husband: _____

If your wife or husband is employed, state:

Employer: _____

Salary or wages per month: _____

Type of work: _____

Contributions from children: _____

Contributions from parents: _____

Other contributions: _____

(e) Property owned

Cash: _____

Checking account: _____

Savings account: _____

Certificates of deposit: _____

Real estate (including home): _____

Motor vehicle: _____ Make _____

Year _____ Cost _____ Amount owed \$ _____

Stocks and bonds: _____

Other: _____

(f) Debts and obligations

Mortgage: _____

Rent: _____

Loans: _____

Other: _____

(g) Persons dependent upon you for support

☐ Wife ☐ Husband Name: _____

Children, if any, by initials and age: _____ age _____; _____ age _____;

_____ age _____; _____ age _____; _____ age _____

Other persons:

Name: _____

Relationship: _____

Name: _____

Relationship: _____

4. I understand that I have continuing obligation to inform the Court of improvement in my financial circumstances which would permit me to pay the costs incurred herein.

5. I verify that the statements made in this affidavit are true and correct to the best of my knowledge, information and belief. I understand that false statements made herein are subject to the penalties of 18 Pa C.S. § 4904 relating to unsworn falsifications to authorities.

Date: _____

☐ Plaintiff ☐ Defendant ☐ Intervenor

IN THE COURT OF COMMON PLEAS OF CRAWFORD COUNTY, PENNSYLVANIA

CIVIL ACTION - LAW

_____, :
Plaintiff :
 :
v. : ____ D ____ - 20 ____
 :
_____, :
Defendant :

ORDER

AND NOW, _____, 20____, upon consideration of the Petition filed in the above captioned case, and supported by an Affidavit attached thereto, all being pursuant to Pa.R.Civ.P. 240, the petitioning party is granted leave to proceed *in forma pauperis* at this time.

The party petitioning for leave to proceed *in forma pauperis* is directed to inform the Prothonotary's office or the Court of any improvement in their financial circumstances that would permit them to pay the cost incurred in this action, and shall be responsible for doing so upon an improvement of their financial condition.

By the Court,

J.