

Representing Yourself

- ▶ **Teams Video Etiquette**
www.CTLaw.help/jud-video
- ▶ **Guide to Remote Hearings**
www.CTLaw.help/jud-remote

Judicial Branch Resources

- ▶ **CT Judicial Branch Remote Justice Page**
www.jud.ct.gov/remotepjustice
- ▶ **CT Judicial Branch Self Help Information**
www.jud.ct.gov/selfhelp.htm
- ▶ **Court Service Centers**
www.jud.ct.gov/csc/default.htm

Other Legal Topics

- ▶ **Does My Child Need a Lawyer?**
www.CTLaw.help/child-lawyer
- ▶ **Child Support Questions and Answers**
<https://CTLaw.help/child-support>
- ▶ **Changing a Custody or Visitation Order**
<https://CTLaw.help/custody>
- ▶ **How to Apply for a Restraining Order**
<https://CTLaw.help/tro>
- ▶ **Are You Facing Eviction?**
<https://CTLaw.help/eviction>

Need help?

Statewide Legal Services

www.slsc.org

1-800-453-3320 or 860-344-0380

SLS provides free advice to low-income people who have legal problems in Connecticut. For some legal problems, they may send you to another legal aid program or to a volunteer attorney.



Got a housing problem?

1-800-559-1565

www.EvictionHelpCT.org

How to contact your local legal aid office:

New Haven Legal Assistance Association

203-946-4811

Greater Hartford Legal Aid

860-541-5000

Connecticut Legal Services

Bridgeport

203-336-3851

New London

860-447-0323

Waterbury

203-756-8074

New Britain

860-225-8678

Stamford

203-348-9216

Willimantic

860-456-1761

Can't Afford Court Fees?

Ask for a Fee Waiver



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For more detailed info, go to:

www.CTLaw.Help/fees

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Statewide Legal Services

1-800-453-3320

What is a fee waiver?

The court charges fees for some of its services. If you can't afford to pay court costs and fees, you can ask the court for a *fee waiver*. If you get a *fee waiver*, you may not have to pay fees to

- file your court forms,
- have a marshal serve court papers,
- go to a parenting education program,
- get certified copies of court documents, or
- get court services such as transcripts or recordings.

Who can get a fee waiver?

You can probably get a fee waiver if

- you don't make very much money or you have a lot of expenses; or
- you get help from the government, such as
 - welfare (TFA or SAGA),
 - SNAP,
 - SSI (Supplemental Security Income),
 - state supplement (AABD/Aid to the Aged, Blind and Disabled).

How do I ask for a fee waiver?

You can ask the court for a fee waiver by filling out a court form and filing it with the court.

- ▶ If you have a family law case, fill out the form called *Application for Waiver of Fees* (#JD-FM-75).
- ▶ If you have a housing, small claims, or other civil case, fill out the form called *Application for Waiver of Fees* (#JD-CV-120).

Can I get help with the application?

Yes. You can ask someone at a Court Service Center for help.

How do I fill out the fee waiver form?

You can get detailed instructions for filling out the form at www.CTLaw.help/fees.

You will need to know:

- the name of your case (your last name vs. the last name of the other person);
- the docket number, if you have one;
- the judicial district; and
- the court address.

Tip: You can ask someone at a Court Service Center if you need help with the docket number or other information at the top of the form.

Important: You will need list your monthly income and expenses. If your income or expenses are not paid monthly, you will have to figure out the monthly average.

If you get SSI or SSDI, some courts will want you to attach a monthly statement to your Fee Waiver application. You may want to bring a monthly statement with you when you submit the Fee Waiver application in case the clerk asks for one.

Note: If you also have to fill out a separate *Financial Affidavit* form for your court case, make sure your information is consistent. That is not easy to do because the *Application for Waiver of Fees* asks for **monthly** information and the *Financial Affidavit* asks for **weekly** information. You will have to make math calculation adjustments to one of the forms.

What should I do with my completed application?

1. Take your completed application to the court clerk, along with any court papers that you listed on your application. **Do not sign the completed application yet.**

2. Ask the court clerk to notarize your application (you can ask a notary or lawyer

to do this, if you prefer). Remember to bring a valid form of identification (for example, a driver's license) with you to confirm your identify for the court clerk, notary, or lawyer who is notarizing your form.

3. The clerk (or notary or lawyer) will ask you to swear that the information you gave is true, and you will sign your application.

4. Make a copy of the completed, signed form. Give the original to the court clerk and keep the copy for your records. You may need it later at your hearing.

What happens after I give my application to the clerk?

The courts have different processes. Ask your court clerk these questions:

- ▶ What happens next?
- ▶ How long will it take the court to decide?
- ▶ How will I find out the court's decision?

What can the court decide?

The court can approve or deny your application.

- ▶ If the court approves your application, you will not have to pay certain fees. The clerk can tell you which ones.
- ▶ If the court denies your application, that means the court thinks you have enough money to pay your fees. If you do not agree with the court's decision, ask for a hearing.

What if the court denies my application?

You can ask the court for a hearing by filling out the section on the *Fee Waiver* form called "Request for Hearing on Denied Application" and giving it to the court clerk.