

## OJD INSTRUCTIONS FOR FEE DEFERRAL OR WAIVER APPLICATION

***Please note that it takes 3-5 days to process an application***

Various fees and costs are required in any civil proceeding including dissolutions, small claims, landlord-tenant disputes and arbitration. A fee schedule is available from the court clerk or on the court's website at: <http://courts.oregon.gov/Deschutes/>. The court accepts credit card, money order, check, or cash. If you cannot afford to pay the amount required, you may ask the court to defer or waive those fees and costs. If the court defers the fees and costs you do not need to pay them at the time of filing but you are still responsible to pay them according to the schedule set up by the court.

If you wish to apply for a fee deferral or fee waiver, complete the following four forms:

- APPLICATION FOR DEFERRAL OR WAIVER OF FEES;**  
Fill in the case heading and indicate whether you are the Petitioner/Plaintiff or Respondent/Defendant. Check the boxes that apply to you. Date, sign, and print your name.
  
- DECLARATION FOR DEFERRAL OR WAIVER OF FEES; AND**  
Fill in the case heading and indicate whether you are the Petitioner/Plaintiff or Respondent/Defendant. The declaration must be **completely filled out**. Do not leave any sections blank. Date, sign, and print your name. The Declaration form is placed in the confidential section of the court file.
  
- ADDITIONAL INFORMATION FOR DEFERRAL OR WAIVER OF FEES: AND**  
Fill in the case heading and indicate whether you are the Petitioner/Plaintiff or Respondent/Defendant. The Additional Information form must be **completely filled out**. Do not leave any sections blank. Read the acknowledgement on page 2 and initial that you understand your responsibility. The Additional Information form is placed in the confidential section of the court file.
  
- ORDER REGARDING DEFERRAL OR WAIVER OF FEES.**  
Fill in the case heading and indicate whether you are the Petitioner/Plaintiff or Respondent/Defendant. The judge or designated court staff will complete the remainder of the form.

Once the forms are complete, you should file them, along with the documents you want to file with the court. Take them to court information and give them to a cashier.

For purposes of verification, you are required to provide documentation of income received from public assistance. You may also be asked to provide proof of other income.

At the completion of your case, the questions of fee deferral or waiver may again be addressed for any amount still unpaid. The judge in your case will again review the situation and decide in the final judgment whether the fees should be deferred or waived. At that time, you may be asked to come back to the court and update your financial situation again through the fee deferral or fee waiver process.