

INSTRUCTIONS FOR COMPLETING THE IN FORMA PAUPERIS (IFP) FORM (FORM 4)

If you want to file a Complaint or an Appeal, and you cannot afford the filing fee, you will need to fill out an IFP Form to request permission of the Court to waive the fee.

Please be sure to read these instructions and fill out the forms as completely and carefully as you can. If you have any trouble understanding them, get someone to help you.

Step 1 – Fill out the IFP Form as follows (please type or print neatly):

1. **PLAINTIFF** – If you are the Plaintiff (if you are suing someone), put your name here. If you are the Defendant (if someone is suing you), insert the name of the Plaintiff.
2. **DEFENDANT** – If you are the Plaintiff, insert the name of the person you are suing. If you are the Defendant, put your name here.

The first paragraph should be completed as follows:

3. Kindly allow (your name) the (Plaintiff or Defendant) in this matter to proceed In Forma Pauperis.
4. Date and sign your name on the Praecipe to Proceed In Forma Pauperis.

Fill out the Affidavit in Support of Praecipe to Proceed In Forma Pauperis as follows:

5. Insert your name and the name of the opposing party, as you did in paragraphs 1 and 2.
6. Indicate whether you are the Plaintiff or Defendant.
7. Fill in the information requested. Your answers must be truthful and complete. Do not leave blanks.
8. Sign your name and insert the date.

Fill out the Order as follows:

9. Plaintiff's name.
10. Defendant's name.
11. Do not fill in the remaining blanks on the Order.

Step 2 – File the completed IFP Form along with your Complaint or Appeal. Keep a copy for yourself.

(d) Any other contributions to household support? YES NO If yes, complete the following --
(Wife) (Husband) (Significant Other) Name: _____
Is your (wife)(husband)(significant other) employed? See Below --
Employer: _____
Salary or wages per month: \$ _____
Type of work: _____
Contributions from children/parents: \$ _____
Other contributions: \$ _____

(e) Do you own any property as listed below? YES NO If yes, complete the following --
Cash: \$ _____ Checking Account: \$ _____
Savings Account: \$ _____ Certificates of Deposit: \$ _____
Real Estate (including home): \$ _____
Motor Vehicle: Make: _____ Year: _____ Current Value: \$ _____
Amount owed (if any) on Vehicle: \$ _____
Stocks: \$ _____ Bonds: \$ _____ Other: \$ _____

(f) What are your Debts and/or Obligations?
Mortgage: \$ _____ Rent: \$ _____
Loans: \$ _____ (List all monthly charges, utilities, etc. below)
\$ _____ \$ _____
\$ _____ \$ _____
\$ _____ \$ _____

(g) Persons dependent upon you for support:
(Wife)(Husband) Name: _____
Children, if any:
Name: _____ Age: _____
Name: _____ Age: _____
Name: _____ Age: _____
Other person(s):
Name(s): _____
Relationship: _____

4. I understand that I have a continued 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. I understand that false statements herein are made subject to the penalties of 18 Pa.C.S. §, 4904, relating to unsworn falsification to authorities.

Date: _____

Petitioner

COMPLETE EVERY QUESTION LISTED. IF IT DOES NOT APPLY TO YOUR SITUATION, MARK IT "N/A". FAILURE TO DO SO MAY RESULT IN A REJECTED IN FORMA PAUPERIS.

