

**SAMPLE FORM E**

**ORDER ON COURT FEE WAIVER**

## **ORDER ON COURT FEE WAIVER - INSTRUCTIONS**

These forms are orders from the Superior Court and Court of Appeal either granting or denying your request to waive fees. The court fills out most of these forms. The only parts you will fill out are the court name and street address, case number and entries 1-3. **[Note: The Court of Appeal can only waive the Court of Appeal filing fee of \$775.00.]**

If you are filing a request to waive court fees in the **Superior Court**, submit form FW-003 along with your Request to Waive Court Fees.

If you are filing a request to waive court fees in the **Court of Appeal**, submit form APP-016/FW-016 along with your Request to Waive Court Fees.

These forms are also available online in Adobe Acrobat PDF format and may be filled out electronically for free at <http://www.courts.ca.gov/forms.htm>. Select "Fee Waiver" forms, then click on either form FW-003 or form APP-016/FW-016.

### **Filling out the Order on Court Fee Waiver:**

#### **Court name and case number**

##### **If you are using form FW-003: Order on Court Fee Waiver (Superior Court):**

If you are requesting a fee waiver in the **Superior Court**, fill in the Superior Court name and street address in the second box (below the first box on the top right hand corner of the form).

In the "Case Number:" box below immediately below the court name box, write the Superior Court case number for your case.

In the "Case Name:" box immediately below the Case Number box, fill out the plaintiff's name and defendant's name as they appear in the Superior Court case caption.

##### **If you are using form APP-016/FW-016: Order on Court Fee Waiver (Court of Appeal or Supreme Court)**

If you are requesting a fee waiver in the **Court of Appeal**, fill in the Court of Appeal case name and street address in the middle right hand box (in this court, it is "Fourth District, Division One, 750 B Street, Suite 300, San Diego, California 92101"). In the lowest right hand box, fill in the Court of Appeal case number.

#### **Entries 1-3 (Applies to Superior Court form FW-003 or Court of Appeal form APP-016/FW-016)**

Entry 1. Print your name, street or mailing address, city, state, and zip code.

Entry 2. If you have a lawyer, list his or her name, address, phone number, e-mail, and State Bar number.

Entry 3. If you previously filed a request to waive court fees, write the date you filed the request. If the Superior Court previously made a fee waiver order, write the date of the order.