

# Filing a Motion to Proceed In Forma Pauperis (IFP) in Cowlitz County

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## What is an IFP?

“**In forma pauperis**” refers to a motion filed by a low-income person in order to proceed in court without having to pay court costs, usually filing fees. It doesn’t usually cover other costs, such as those involved in discovery (depositions, witness fees, court reporters, etc.) and service of process.

## Who should use this publication?

You should use this publication if:

- you’re going to file a family law case in Cowlitz County, and
- you can’t afford to pay all of the filing fee.

This publication will help you figure out how to ask to have some or all of that fee waived.

## Words you may need to know:

- Dissolution: In Washington State, a divorce is called a dissolution.
- Ex parte: Going before the court without notifying the other party. Sometimes also refers to the courtroom where you see a judge without notifying the other party.
- Filing: Giving court papers to the Court Clerk to place in the case file.
- In forma pauperis: Called “IFP” for short. A Latin term, meaning the judge may allow you to file your papers in court without paying the filing fee if you’re low income and can show you can’t afford the fee.
- Petition: The document that starts a case and asks the court for a decree, judgment, or final order.
- Waive: Asking a court to waive a fee means asking the court to not collect a fee from you.

## How much is the filing fee in Cowlitz County for my case?

The amount of your filing fee will depend on the type of case you're filing:

### **\$56 Cases:**

*Modifications* of:

- Support
- Custody
- Parenting Plan Decree
- Relocation of Children

### **\$250 Cases:**

- Non- Cowlitz Dissolution Modification
- Establish Paternity
- Establish Parenting Plan
- Third Party Custody

### **\$280 Cases:**

- Marriage Dissolution
- Meretricious Relationship with Children
- Marriage Invalidity or Legal Separation

◆ (These fees are current as of September 2009. Check this website - <http://www.co.cowlitz.wa.us/superiorcourt/Forms.html> - for updated information.)

Cowlitz County has 3 different forms for fee waiver requests. You pick the right one for you depending how much your filing fee costs. Be sure to read the top right-hand corner of the first page of the form to figure out whether it's the right one for you. Blank copies of each form are included in this publication. Or you can download them at the Cowlitz Superior Court Clerk's website: <http://www.co.cowlitz.wa.us/superiorcourt/Forms.html>.

◆ Most of the forms in this packet are specific to Cowlitz County only. Do NOT try to use these forms in another county without first checking with the clerk of that county. The Financial Declaration form can be used in other counties.

This Motion must be filed and the Order must be signed before you can file your case with the court.

## Summary of steps to take:

1. Get the right Motion, Declaration, and Order form for your type of case.
2. Fill out the form completely.
3. Get a Financial Declaration form to fill out completely and include with the above Motion/Declaration/Order.
4. Bring the forms to the clerk's office for filing and judge's signature.
5. Check with the clerk to see whether the judge signed the order.
6. File your petition, paying any part of the fee ordered by the judge.

## Where do I file a Motion to Proceed in IFP?

Once you finish filling out your forms, you'll go to the Superior Court Clerk's office any day except Friday to drop off your papers for the judge or commissioner to review during the next early afternoon *ex parte* docket. The clerk's office is located on the 2<sup>nd</sup> floor of the courthouse and is open from Monday through Thursday, 8:30 a.m. to 12 p.m. and 1 p.m. to 4 p.m.

After you've dropped off your form, you wait 1 – 2 days before calling the clerk's office to see if the judge signed it and what fees will still have to be paid.

Then you'll pay any fee ordered and file your case.

When you get your papers back from the clerk: Review the box that the judge marked to know how to proceed:

- If your motion has been denied, you can't file your court action until you can pay the filing fee in full.
- If your motion has been granted, you may take the order with your other paperwork to the clerk's office and file your court action.
- The judge may have ordered you to pay a lesser fee.

## General instructions for filling out forms:

Read these instructions before you begin to fill out any of the forms.

◆ **Caution: Things You Should Not Write in Most of Your Court Papers:**  
Washington has court rules, General Rules [22](#) & [31](#), which try to protect privacy in family law cases. Almost all pleadings, orders and other papers that are filed with the court are available to the public, and may be available to the public on the internet. (Some forms are not public. The end of this box tells you what to do when filling out those forms.)

- ◆ **Residence Address (where you live) and Telephone Number:** If you don't write these in your court papers, then you do need to write in an address where you can get mail from the court. Also, it's a good idea to give the court a phone number where you can be reached.
- ◆ **Social Security/Driver's License, ID Numbers:** Write only the last four digits, not the whole number, for adults and children.<sup>1</sup>
- ◆ **Children's Birth Dates:** Under [GR 22](#), children's birth dates usually shouldn't be written in most papers filed with the court.
- ◆ **Bank Account, Credit Card Numbers:** Write the bank name, type of account (savings, checking, etc.), and only last 4 digits of the account number.<sup>2</sup> If you file financial documents such as paystubs, tax returns, bank statements, etc., attach them to a Sealed Financial Source Documents form to ensure that they won't be available to the public.
- ◆ **When Should You Write Private Information in Court Forms?** In family law cases, the court and the other parties may need some private information about you and your family. The following forms aren't made public, so you must fill in your personal information completely (including children's full names, dates of birth, your residence address, social security numbers, etc.): Confidential Information Form, Domestic Violence Information Form, Vital Statistics Form, Law Enforcement Information Form.<sup>3</sup>

To use one of the attached Motions and Order, fill out the CAPTION as described below. Fill in the blanks for your name and date on the Motion, Declaration, and Order to Proceed in Forma Pauperis. Sign your name on the bottom of the Motion and under the "Presented by" line on the Order.

On the Financial Declaration, fill out the CAPTION as described below. Fill in the blanks for your name, your household members, your monthly income and your monthly expenses. Sign and date the form.

**The Caption.** The caption is the name of your case. It appears at the top of the first page of every form.

Write "Cowlitz" in the blank space where the form reads "Superior Court of Washington County of \_\_\_\_\_."

On the blank after "In re the Marriage of:" write your name.

On the next blank below "and," write the other parent's name.

**Case Number.** When you file your papers, the court clerk will give you a case number. Your case number must appear on every form you use. As soon as you get a case number, write it near the top on the right-hand section of the page after "No." The case number is on the right, above the title. Some counties have stamps with the case numbers on them. This is faster and ensures the case number is readable. Ask the clerk if s/he has a docket number stamp or if you need to write the number in.

<sup>1</sup> [GR 22\(d\)](#), [31\(e\)](#).

<sup>2</sup> [GR 31\(e\)](#).

<sup>3</sup> [GR 22\(d\)](#).

**Title.** Each form has a title. The title of the sample form is "Note for Motion Docket." The title is written on the right-hand side of the form under the case number.

**The Contents.** Fill out each form according to the instructions for that form. Whether you print or type the information, it must be readable and you must use **BLACK INK**. After filling out each form, re-read it to be sure you've correctly filled in all the blanks you need to. If you have to make corrections, use a new, blank form. If the correction is only one or two words, you can use white out. The correction must be neat and readable.

**Dates.** On the last page of most forms (not including orders), there's a space for you to write the date. Fill in the date that you sign the form. All of the Declaration forms require a date and place of signature. If someone is doing a declaration for you (example: Return of Service), they need to fill in the date when they signed the form as well as the place they signed it (example: Signed this 10<sup>th</sup> day of October, 2009 at Seattle, WA). Dates in forms called "Orders" are to be filled in by the Judge or Court Commissioner.

**Petitioner's Signature.** Many of the forms require your signature. On some forms, you will have to sign twice. Usually there's a place for "Petitioner's Signature." Sometimes a form will say "Signature of Lawyer or Petitioner," or "Mother's/Father's Signature." After you fill out the form, date it and sign your name in that space. Look carefully. Some forms require you to sign in more than one place.

**Other Signatures.** If someone else must sign the form (like the Respondent, or the person serving papers on the other parent), be sure that they fill out all information correctly and sign in the proper space provided. The respondent doesn't have to agree with or sign every form on which there's a space for Respondent's signature. The space provided so the Respondent can sign on your form if s/he agrees, or can sign his/her own proposal.

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7 **SUPERIOR COURT OF WASHINGTON FOR COWLITZ COUNTY**  
8

9 In re:

CASE # \_\_\_\_\_

10  
11  
12  
13  
14 \_\_\_\_\_  
15 Petitioner,  
16 And

**MOTION, DECLARATION, AND  
ORDER TO PROCEED  
IN FORMA PAUPERIS**

17  
18  
19 \_\_\_\_\_  
20 Respondent.  
21  
22

**MODIFICATION OF COWLITZ COUNTY CASE**  
{ } Support \$56.00  
{ } Custody / Parenting Plan \$56.00  
{ } Notice of Relocation \$56.00  
{ } Decree \$56.00

23  
24  
25 **MOTION**

26  
27 I am the  petitioner  respondent in the above named cause and I request the Court to allow me to proceed  
28 without payment of all or part of the filing fee. Attached is a Financial Statement in support of this motion.  
29

30 **DECLARATION**

31  
32 This proceeding is brought in good faith and it is my present intention to proceed to final disposition. I am unable to  
33 pay the filing fee without undue hardship.  
34

35 I request entry of an order allowing commencement and prosecution of this action *in forma pauperis* and direction  
36 to the Clerk of the Court to file this action without fee.  
37

38 Presented by:

Name \_\_\_\_\_

39  
40 Address \_\_\_\_\_

41  
42 \_\_\_\_\_  
43 Petitioner's / Respondent's Signature

44  
45 Phone \_\_\_\_\_

46 Date \_\_\_\_\_  
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**ORDER**

The petitioner has presented a sufficient motion and declaration to proceed *in forma pauperis* and the Court, finding good cause shown, hereby:

**ORDERS** that the petitioner is authorized to file this action upon payment of the **\$20.00** Facilitator surcharge (1508) pursuant to RCW 26.12.240

**IT IS FURTHER ORDERED THAT**

- The remaining filing fee **must be paid** before finalization or disposition of this action. (1105)
- The remaining filing fee **will be reviewed** before finalization or disposition of this action. (1105)

**SUFFICIENT CAUSE HAS NOT BEEN SHOWN** to waive or defer the filing fees therefore it is

**ORDERED** that the motion to waive or defer any of the filing fees is denied.

**ORDERED** this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
**Judge / Court Commissioner**

Presented by:

\_\_\_\_\_  
Petitioner's / Respondent's *signature*, Pro Se

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7 **SUPERIOR COURT OF WASHINGTON FOR COWLITZ COUNTY**  
8

9 In re:

10  
11 CASE # \_\_\_\_\_  
12

13 \_\_\_\_\_  
14 Petitioner(s),

15 and/vs

16  
17 \_\_\_\_\_  
18 Respondent(s).  
19  
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24

**MOTION, DECLARATION, AND  
ORDER TO PROCEED  
IN FORMA PAUPERIS**

- 25  
26  
27  
28 [ ] Establish Parenting Plan \$250.00  
29 [ ] Establish Paternity \$250.00  
30 [ ] Dissolution Modification \$250.00  
31 (Out of County Case)  
32 [ ] Non-Parental Custody \$250.00  
33

34 **MOTION**

35 I/we request the Court to allow me/us to proceed without payment of all or part of the filing fee. Attached is a  
36 Financial Statement in support of this motion.  
37

38 **DECLARATION**

39 This proceeding is brought in good faith and it is my/our present intention to proceed to final disposition. I/we are  
40 unable to pay the filing fee without undue hardship.  
41

42 I/we request entry of an order allowing commencement and prosecution of this action *in forma pauperis* and  
43 direction to the Clerk of the Court to file this action without fee.  
44

45 Presented by:

46 Name \_\_\_\_\_

47 Address \_\_\_\_\_

48 Petitioner (s) Signature (s) \_\_\_\_\_

49 Phone \_\_\_\_\_

50 Date \_\_\_\_\_

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ORDER

The petitioner(s) have presented a sufficient motion and declaration to proceed *in forma pauperis* and the Court, finding good cause shown, hereby:

[ ] **ORDERS** that the petitioner(s) is/are authorized to file this action upon payment of **\$50.00** which includes the \$20.00 Facilitator surcharge (1508) pursuant to RCW 26.12.240; the and the \$30.00 Judicial surcharge (1187) pursuant to RCW 36.18.020 (4.)

. . . Or

[ ] **ORDERS** that the **Judicial surcharge is deferred\*** and the petitioner(s) is/are authorized to file this action upon payment of the **\$20.00** Facilitator surcharge (1508) pursuant to RCW 26.12.240.

**IT IS FURTHER ORDERED THAT**

- The remaining filing fee **must be paid** before finalization or disposition of this action. (1151) (1187\*)
- The remaining filing fee **will be reviewed** before finalization or disposition of this action. (1151) (1187\*)

**SUFFICIENT CAUSE HAS NOT BEEN SHOWN** to waive or defer the filing fees therefore it is

[ ] **ORDERED** that the motion to waive or defer any of the filing fees is denied.

**ORDERED** this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
**Judge / Court Commissioner**

Presented by:

\_\_\_\_\_  
Petitioner's signature, Pro Se

\_\_\_\_\_  
Petitioner's signature, Pro Se

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7 **SUPERIOR COURT OF WASHINGTON FOR COWLITZ COUNTY**  
8

9 In re:

CASE # \_\_\_\_\_

10  
11  
12  
13 **MOTION, DECLARATION, AND**  
14 **ORDER TO PROCEED**  
15 **IN FORMA PAUPERIS**

16 \_\_\_\_\_  
17  
18 **Petitioner,**  
19  
20 **and**

- 21  **Dissolution of Marriage** \$280.00  
22  **Petition for Legal Separation** \$280.00  
23  **Petition for Invalidation of**  
24 **Marriage** \$280.00  
25  **Dissolution of Meretricious**  
26 **Relationship with Children** \$280.00

27 \_\_\_\_\_  
28 **Respondent.**  
29

30 **MOTION**

31 I request the Court to allow me to proceed without payment of all or part of the filing fee. Attached is a Financial  
32 Statement in support of this motion.

33 **DECLARATION**

34 This proceeding is brought in good faith and it is my present intention to proceed to final disposition. I am unable to  
35 pay the filing fee without undue hardship.

36 I request entry of an order allowing commencement and prosecution of this action *in forma pauperis* and direction  
37 to the Clerk of the Court to file this action without fee.  
38  
39

40 Presented by:

41 Name \_\_\_\_\_

42 Address \_\_\_\_\_

43  
44  
45 \_\_\_\_\_  
46 **Petitioner Signature**

47  
48 Phone \_\_\_\_\_

49 **Date** \_\_\_\_\_

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**ORDER**

The petitioner has presented a sufficient motion and declaration to proceed *in forma pauperis* and the Court, finding good cause shown, hereby:

**ORDERS** that the petitioner is authorized to file this action upon payment of **\$80.00** which includes the \$20.00 Facilitator surcharge (1508) pursuant to RCW 26.12.240; the \$30.00 Domestic Violence surcharge (1512) pursuant to RCW 36.18.016(b) and the \$30.00 Judicial surcharge (1187) pursuant to RCW 36.18.020 (4.)

... **Or**

**ORDERS** that the **Judicial surcharge is deferred\*** and the petitioner is authorized to file this action upon payment of **\$50.00** which includes the \$20.00 Facilitator surcharge (1508) pursuant to RCW 26.12.240 and the \$30.00 Domestic Violence surcharge (1512) pursuant to RCW 36.18.016(b.)

**IT IS FURTHER ORDERED THAT**

The remaining filing fee **must be paid** before finalization or disposition of this action. (1151) (1187\*)

The remaining filing fee **will be reviewed** before finalization or disposition of this action. (1151) (1187\*)

**SUFFICIENT CAUSE HAS NOT BEEN SHOWN** to waive or defer the filing fees therefore it is

**ORDERED** that the motion to waive or defer any of the filing fees is denied.

**ORDERED** this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Judge / Court Commissioner

Presented by:

\_\_\_\_\_  
Petitioner's signature, Pro Se

**Superior Court of Washington  
County of**

In re:

and

Petitioner,

Respondent.

**No.**

**Financial Declaration**

**Petitioner**

**Respondent**

**(FNDCLR)**

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

**I. Summary of Basic Information**

Declarant's Total Monthly Net Income (from § 3.3 below) \$ \_\_\_\_\_

Declarant's Total Monthly Household Expenses (from § 5.9 below) \$ \_\_\_\_\_

Declarant's Total Monthly Debt Expenses (from § 5.11 below) \$ \_\_\_\_\_

Declarant's Total Monthly Expenses (from § 5.12 below) \$ \_\_\_\_\_

Estimate of the other party's gross monthly income (from § 3.1f below)  \$ \_\_\_\_\_

unknown

**II. Personal Information**

2.1 Occupation:

2.2 The highest year of education completed:

2.3 Are you presently employed?  Yes  No

a. If yes: (1) Where do you work. Employer's name and address must be listed on the Confidential Information Form.

(2) When did you start work there (month/year)? \_\_\_\_\_

b. If no: (1) When did you last work (month/year)? \_\_\_\_\_

- (2) What were your gross monthly earnings? \$ \_\_\_\_\_  
 (3) Why are you presently unemployed?

### III. Income Information

If child support is at issue, complete the Washington State Child Support Worksheet(s), skip Paragraphs 3.1 and 3.2. If maintenance, fees, costs or debts are at issue and child support is **Not** an issue this entire section should be completed. (Estimate of other party's income information is optional.)

3.1 Gross Monthly Income

If you are paid on a weekly basis, multiply your weekly gross pay by 4.3 to determine your monthly wages and salaries. If you are paid every two weeks, multiply your gross pay by 2.15. If you are paid twice monthly, multiply your gross pay by 2. If you are paid once a month, list that amount below.

	Name	Name
	_____	_____
a. Wages and Salaries	\$ _____	\$ _____
b. Interest and Dividend Income	\$ _____	\$ _____
c. Business Income	\$ _____	\$ _____
d. Spousal Maintenance Received		
From _____	\$ _____	\$ _____
e. Other Income	\$ _____	\$ _____
f. Total Gross Monthly Income (add lines 3.1a through 3.1e)	\$ _____	\$ _____
g. Actual Gross Income (Year-to-date)	\$ _____	\$ _____

3.2 Monthly Deductions From Gross Income

a. Income Taxes	\$ _____	\$ _____
b. FICA/Self-employment Taxes	\$ _____	\$ _____
c. State Industrial Insurance Deductions	\$ _____	\$ _____
d. <b>Mandatory</b> Union/Professional Dues	\$ _____	\$ _____
e. Pension Plan Payments	\$ _____	\$ _____
f. Spousal Maintenance Paid	\$ _____	\$ _____
g. Normal Business Expenses	\$ _____	\$ _____
h. Total Deductions from Gross Income (add lines 3.2a through 3.2g)	\$ _____	\$ _____

3.3 Monthly Net Income (Line 3.1f minus line 3.2h or line 3 from the Child Support Worksheet(s)) \$ \_\_\_\_\_

3.4 Miscellaneous Income

a. Child support received from other relationships	\$ _____	\$ _____
--	----------	----------

b. Other miscellaneous income (list source and amounts)

_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____

c. Total Miscellaneous Income (add lines 3.4a through 3.4b) \$ \_\_\_\_\_ \$ \_\_\_\_\_

3.5 Income of Other Adults in Household \$ \_\_\_\_\_ \$ \_\_\_\_\_

3.6 If the income of either party is disputed, state monthly income you believe is correct and explain below:

**IV. Available Assets**

4.1 Cash on hand \$ \_\_\_\_\_

4.2 On deposit in banks \$ \_\_\_\_\_

4.3 Stocks and bonds, cash value of life insurance \$ \_\_\_\_\_

4.4 Other liquid assets: \$ \_\_\_\_\_

**V. Monthly Expense Information**

Monthly expenses for myself and \_\_\_\_\_ dependents are: (Expenses should be calculated for the future, after separation, based on the anticipated residential schedule for the children.)

**5.1 Housing**

Rent, 1st mortgage or contract payments \$ \_\_\_\_\_

Installment payments for other mortgages or encumbrances \$ \_\_\_\_\_

Taxes & insurance (if not in monthly payment) \$ \_\_\_\_\_

Total Housing \$ \_\_\_\_\_

**5.2 Utilities**

Heat (gas & oil) \$ \_\_\_\_\_

Electricity \$ \_\_\_\_\_

Water, sewer, garbage \$ \_\_\_\_\_

Telephone \$ \_\_\_\_\_

Cable \$ \_\_\_\_\_

Other \$ \_\_\_\_\_  
Total Utilities \$ \_\_\_\_\_

**5.3 Food and Supplies**

Food for \_\_\_\_\_ persons \$ \_\_\_\_\_  
Supplies (paper, tobacco, pets) \$ \_\_\_\_\_  
Meals eaten out \$ \_\_\_\_\_  
Other \$ \_\_\_\_\_  
Total Food Supplies \$ \_\_\_\_\_

**5.4 Children**

Day Care/Babysitting \$ \_\_\_\_\_  
Clothing \$ \_\_\_\_\_  
Tuition (if any) \$ \_\_\_\_\_  
Other child-related expenses \$ \_\_\_\_\_  
Total Expenses Children \$ \_\_\_\_\_

**5.5 Transportation**

Vehicle payments or leases \$ \_\_\_\_\_  
Vehicle insurance & license \$ \_\_\_\_\_  
Vehicle gas, oil, ordinary maintenance \$ \_\_\_\_\_  
Parking \$ \_\_\_\_\_  
Other transportation expenses \$ \_\_\_\_\_  
Total Transportation \$ \_\_\_\_\_

**5.6 Health Care (Omit if fully covered)**

Insurance \$ \_\_\_\_\_  
Uninsured dental, orthodontic, medical, eye care expenses \$ \_\_\_\_\_  
Other uninsured health expenses \$ \_\_\_\_\_  
Total Health Care \$ \_\_\_\_\_

**5.7 Personal Expenses (Not including children)**

Clothing \$ \_\_\_\_\_  
Hair care/personal care expenses \$ \_\_\_\_\_  
Clubs and recreation \$ \_\_\_\_\_  
Education \$ \_\_\_\_\_  
Books, newspapers, magazines, photos \$ \_\_\_\_\_

Gifts \$ \_\_\_\_\_  
 Other \$ \_\_\_\_\_  
 Total Personal Expenses \$ \_\_\_\_\_

**5.8 Miscellaneous Expenses**

Life insurance (if not deducted from income) \$ \_\_\_\_\_  
 Other \_\_\_\_\_ \$ \_\_\_\_\_  
 Other \_\_\_\_\_ \$ \_\_\_\_\_  
 Total Miscellaneous Expenses \$ \_\_\_\_\_

**5.9 Total Household Expenses** (The total of Paragraphs 5.1 through 5.8) \$ \_\_\_\_\_

**5.10 Installment Debts Included in Paragraphs 5.1 Through 5.8**

<u>Creditor</u>	<u>Description of Debt</u>	<u>Balance</u>	<u>Month of Last Payment</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**5.11 Other Debts and Monthly Expenses not Included in Paragraphs 5.1 Through 5.8**

<u>Creditor</u>	<u>Description of Debt</u>	<u>Balance</u>	<u>Month of Last Payment</u>	<u>Amount of Monthly Payment</u>
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____

Total Monthly Payments for Other Debts and Monthly Expenses \$ \_\_\_\_\_

**5.12 Total Expenses (Add Paragraphs 5.9 and 5.11)** \$ \_\_\_\_\_

**VI. Attorney Fees**

6.1 Amount paid for attorney fees and costs to date: \$ \_\_\_\_\_

6.2 The source of this money was:

6.3 Fees and costs incurred to date: \$ \_\_\_\_\_

6.4 Arrangements for attorney fees and costs are:

6.5 Other:

I declare under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.

Signed at \_\_\_\_\_, [City] \_\_\_\_\_ [State] on \_\_\_\_\_ [Date].

\_\_\_\_\_  
Signature of Declarant

\_\_\_\_\_  
Print or Type Name

The following financial records are being provided to the other party and filed separately with the court.  
Financial records pertaining to myself:

Individual  Partnership or Corporate Income Tax returns for the years \_\_\_\_\_  
\_\_\_\_\_ including all W-2s and schedules;

Pay stubs for the dates of \_\_\_\_\_  
\_\_\_\_\_.

Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

**Do not attach these financial records to the financial declaration. These financial records should be served on the other party and filed with the court separately using the sealed financial source documents cover sheet (WPF DRPSCU 09.0220). If filed separately using the cover sheet, the records will be sealed to protect your privacy (although they will be available to all parties in the case, their attorneys, court personnel and certain state agencies and boards.) See GR 22 (C)(2).**