



Instructions to Complete a Motion to Proceed *In Forma Pauperis* and Financial Disclosure/Fee Waiver Affidavit

1. If you are unable to pay the filing fee at the Clerk's Office at the time of filing, you can file a Motion to Proceed *In Forma Pauperis*.
2. **Fully complete* Local Form 124 – MOTION TO PROCEED *IN FORMA PAUPERIS* and the FINANCIAL DISCLOSURE/ FEE WAIVER AFFIDAVIT. Submit Local Form 124 to the Court with a proposed Order Local Form 125.**

If this motion is denied due to insufficient information, it cannot be corrected and resubmitted. Motions for Reconsideration will be DENIED.

***NOTE:** If no information/insufficient information is provided on the Financial Disclosure/Fee Waiver Affidavit THIS FILING WILL BE DISMISSED.

-Zeros and/or blanks are not acceptable.

-Court and/or Clerk's Office personnel are not permitted to provide legal advice. They cannot tell you how to fill out the forms.

3. Have a Notary Public in the Clerk's Office or on the 2nd Floor Court's Schedulers' office notarize your signature.
4. Take Local Form 124 and Local Form 125 to the Clerk's office on the First Floor and file.
5. You will receive notice from the Court generally within five (5) business days as to whether your Motion to Proceed *in Forma Pauperis* is GRANTED or DENIED. If your motion is granted, contact the Court's Scheduling Department by calling (330) 643- 2365 or going to the 2nd Floor Scheduling office to get a hearing date.
6. If GRANTED, you will be placed on a payment plan at the Clerk's Office at a rate of \$25/month which will start in thirty days from the filing date of the Order.
7. If DENIED, you will be required to pay the filing fee within THIRTY DAYS or your filing will be DISMISSED. Contact the Clerk's Office at 330-673-2211 for the filing fee amount. Or visit the Clerk's website at: <https://clerkweb.summitoh.net>