

INSTRUCTIONS FOR COMPLETING THE AFFIDAVIT AND APPLICATION TO PROCEED IN FORMA PAUPERIS

If you are printing the Application and handwriting the answers, you will check the first box. If you are typing in your answers, you will check the second box.

- Printing the form and handwriting the answers.
- Completing the form electronically.

HEADING

- a. Choose the type of court (County or District) in the drop-down below the first blank.
- b. Choose the county in the drop down box below the first blank. This is where you filed the Complaint or Petition.

a. IN THE COURT OF COUNTY, NEBRASKA
(County or District) Choose the court Choose the county (county where original action filed)

b.

- c. Check the box next to what kind of case this is

NOTE: These checkboxes and names will NOT print on your completed form.

c. Type of Case - Check only one: Civil (includes divorce, child support, custody, modification, enforcement, etc.)
 Emancipation The items in this box will NOT print on your form.

- i. For Civil Cases:

1. Enter the name of the plaintiff. If you are filing the original action, for example, if you are filing a dissolution of marriage or a paternity case, you are the plaintiff. If a case has already been filed, and this action is for a modification, or for enforcement of the order, put the name of the person who was listed as the plaintiff in the original case.
2. Enter the name of the defendant. If you are filing the original action, for example, if you are filing a dissolution of marriage case, your spouse is the defendant. In a paternity case, the child's other parent is the defendant. If a case has already been filed, put the name of the person who was listed as the defendant in the original case.

1. Plaintiff/Petitioner.

vs.

2. Defendant/Respondent.

- ii. For Emancipation Cases:

1. Enter your name. You are the petitioner.

IN RE EMANCIPATION OF:

1. Petitioner.

- d. The clerk of the district court gave you a case number when you filed the Complaint or Petition. You must include the case number on any papers you file.

d. Case No.
(case number assigned by clerk of court)

BODY OF THE AFFIDAVIT AND APPLICATION

The numbers below give instructions for completing the paragraphs with the same numbers in the Affidavit and Application.

- Paragraph 1. a. Check the box next to “plaintiff”, “defendant”, or “petitioner” that represents who you are in this case. Or if none of these match your role, check the last box and fill in the blank. This will match the title of the blank that your name is in on the heading.
b. Put the type of case you are filing in the first blank (for example, dissolution of marriage, child support contempt, visitation contempt, paternity, modification of parenting plan, emancipation).

a. plaintiff/ defendant/ petitioner _____

b. in an action to/for _____
(type of case filed)

- Paragraph 4. a. Put in the dollar amount of your net (after taxes) monthly income in the first blank.
b. In the second blank, put in where your money comes from (for example, employment, public benefits, Social Security, etc.).
c. In the third blank, put in how many people live in your house that you support.

a. 4. I have a net income of \$ _____ per month, derived from
(your net monthly income)

b. _____, and I support a household of _____ people.
(i.e., employment, public benefits, Social Security, etc.) (number of people you support)

c.

- Paragraph 5. a. Put the dollar value for each asset over which you have control or possession.
i. If you do not control or possess the asset, put “0.”
b. On the last line, where it says “Other,” describe and add together any other assets that are not specifically listed.
c. Add all items and fill in the total. Note: If you are filling in this paper on- line, the total will automatically calculate.

5. My only assets or resources, over which I have control or possession, are:

Cash on hand.....	\$	_____
Bank accounts	\$	_____
Vehicles.....	\$	_____
Real estate.....	\$	_____
Securities, stocks, bonds.....	\$	_____
Tools, equipment	\$	_____
Jewelry	\$	_____
Other (describe).....	\$	_____
TOTAL		

a.

b.

c.

- Paragraph 6. a. Put in the monthly dollar amount for each item listed.
 i. If you do not have the expense, put "0."
 b. On the last line, where it says "Other," describe and add together any other monthly expenses that are not specifically listed.
 c. Add all items and fill in the total. Note: If you are filling in this paper online, the total will automatically calculate.

6. My necessary estimated monthly expenses are:

Rent or house payment	\$	<input type="text"/>	}	a.
Utilities (Electricity, natural gas, propane)	\$	<input type="text"/>		
Telephone	\$	<input type="text"/>		
Automobile payment (monthly)	\$	<input type="text"/>		
Automobile insurance (monthly)	\$	<input type="text"/>		
Gasoline for vehicle	\$	<input type="text"/>		
Other (describe).....	\$	<input type="text"/>	}	b.
<input type="text"/>		<input type="text"/>		
TOTAL		\$	<input type="text"/>	c.

Paragraph 7. Use this space to explain to the court any special financial circumstances, for example: extraordinary medical expenses for yourself or a dependent, whether you are dependent on others for food and shelter, self-employed business expenses, other business expenses, etc.

7. Other financial circumstances of which I would like the court to be aware:

CLOSING PARAGRAPH

- a. In the paragraph beginning with **WHEREFORE**, enter the name of the county where you are filing the action.

a. **WHEREFORE**, pursuant to [Neb.Rev.Stat. §§ 25-2301 to 25-2310](#), I request the court authorize me to proceed *in forma pauperis* and direct County, Nebraska, to pay my costs, (name of county where action filed) including fees and other expenses related to this action and waive provision of security.

FINAL SIGNATURE

DO NOT SIGN THIS FORM UNTIL YOU ARE IN THE PRESENCE OF A NOTARY.

- a. **Wait to sign your name until it can be notarized.**
- b. Print your name.
- c. Enter the date
- d. Enter your mailing address.
- e. Enter the city, state, and ZIP code of your mailing address.
- f. Enter your telephone number, including the area code.
- g. Enter your email address, if any.

The diagram illustrates the form fields for the final signature section. It consists of seven light blue rectangular boxes, each containing a letter from 'a' to 'g'. Red arrows point from these boxes to the corresponding fields on the form. Box 'a' points to the 'Signature:' field. Box 'b' points to the 'Printed Name:' field. Box 'c' points to the 'Date:' field. Box 'd' points to the 'Street Address/P.O. Box:' field. Box 'e' points to the 'City/State/ZIP Code:' field. Box 'f' points to the 'Telephone Number:' field. Box 'g' points to the 'Email address:' field. The form fields are: Signature: _____ Date: _____ Printed Name: _____ Street Address/P.O. Box: _____ City/State/ZIP Code: _____ Telephone Number: _____ Email address: _____

Notary Section will be completed by a Notary Public.

***This form must be signed and sworn to in the presence of a notary public.
You must bring a photo identification for the notary to verify your identity.***