

MOHAVE COUNTY JUSTICE COURT

How to...

**APPLY FOR A
DEFERRAL OR
WAIVER OF FEES**

MOHAVE COUNTY JUSTICE COURT

Arizona law requires the court to charge filing fees, service fees and other fees to cover costs. Court fees are due at the time of filing or at the time of requesting service.

If you wish to file a civil (or small claims) case or a court document and you cannot afford to pay the applicable court fee(s) you may apply for a fee deferral or waiver. The court will review your financial situation as presented in the application to determine if you qualify for a fee deferral or waiver. If the court grants you a deferral, you may be required to pay a portion of the fee now and still owe the balance of the fee(s) to the court. You will be given additional time to pay the balance. If you are granted a waiver you will not be required to pay the fee.

Fees that may be included in a request for deferral or waiver are:

- Filing fees or Answer fees
- Constable Service fees (some restrictions apply, check with the court clerk regarding this fee)
- Summons or Subpoena Issuance fees
- Appeal Preparation and Filing Fees
- One Certified (final judgment) Copy fee

If your fees are deferred, upon final judgment in your case the court will send you a notice of fees due. You may pay the amount due, request additional time to pay, or apply for a Supplemental Fee Waiver.

Please PROCEED...

	If you believe your current financial circumstances will allow you to qualify for a fee deferral or waiver.
	If your case is a civil case (includes small claims, injunctions against harassment)

FORMS Needed: *(Click on the form name in the table below to download the form)*

	Application for Deferral of Court Fees and/or Costs and Consent to Entry of Judgment
	Affidavit in Support of Application for Deferral or Waiver of Service of Process Costs
	Confidential Personal Affidavit

INSTRUCTIONS:

1. Fill out applicable Application for Deferral of Fees and/or costs and Consent to Entry of Judgment form. Be sure to check the boxes that tell the court which fees and/or costs you need deferred or waived. *If you receive government assistance, please attach current proof.* DO NOT sign the application form until you are either in the presence of a notary public or a court clerk.
2. If you are requesting that service fees be deferred or waived, complete the Affidavit in Support of Application for Deferral or Waiver of Service of Process Costs form and the Confidential Personal Affidavit.
3. Make 2 copies of each completed form, along with the original document, and file with the court clerk.

Visit us at www.mohavecourts.az.gov/Justice/JCSS_Home.html for additional filing information and online forms.