

COURT FILE NUMBER \_\_\_\_\_

COURT

- Court of Appeal of Alberta
- Court of Queen's Bench of Alberta
- Provincial Court of Alberta

LOCATION /  
JUDICIAL CENTRE \_\_\_\_\_

APPLICANT \_\_\_\_\_

DOCUMENT

## Application for Fee Waiver and Statement of Finances

CONTACT INFORMATION OF  
PARTY FILING THIS DOCUMENT

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: (Home) \_\_\_\_\_  
(Work) \_\_\_\_\_  
File No.: \_\_\_\_\_

### For Court use only:

- Has a recognized legal clinic confirmed the applicant qualifies for the fee waiver?  Yes, or  No
- Is the applicant subject to a vexatious litigant order that is binding on this court?  Yes, or  No
- Is the applicant an individual and a party to the action for which they are seeking to waive fees (and not on behalf of a corporation or estate)?  Yes, or  No
- Are other parties to the action with similar status to the applicant able to pay?  Yes, or  No

**Review by Sr. Judicial Clerk**  
(or other designate):

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(printed name)

Application for Fee Waiver:

Granted and valid until:

\_\_\_\_\_,  
(date – which is six months from date of granting)

or

Denied: \_\_\_\_\_  
(reasons)

**Supervisor/Manager Review**  
(if requested):

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(printed name)

I confirm that the findings as set out above are correct,  
or

Application for Fee Waiver granted, and valid until:

\_\_\_\_\_  
(date – which is six months from date of granting)

\_\_\_\_\_  
(reasons for change)

The following information is needed to determine whether you are eligible for a waiver of certain fees payable to court officials. Please note that this Statement of Finances must be completed in full and proof of income provided.

**Failure to provide complete or accurate information will result in your request for waiver of filing fees being rejected.**

I, \_\_\_\_\_, declare that:

1. I am not representing a business or an estate in the action or proceeding.
2. There are no other parties joined with me in the action or proceeding who are able to pay the applicable court fees.
3. I am (*check applicable box*):  

<input type="checkbox"/> married	<input type="checkbox"/> living in an adult interdependent relationship
<input type="checkbox"/> single	<input type="checkbox"/> living common law
4. The number of people in my household, including me, my spouse or adult interdependent (common law) partner, dependent children, and any other family members is:  

<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7+
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*(Specify the number of persons living in the same dwelling and related by blood, marriage, common-law or adult interdependent relationship, or adoption.  
Note: The number of persons residing in the household is to include the applicant. A child in the custody of the applicant for at least 50% of the time is counted as one full child.)*

5. Listed below is an accurate statement of finances for my household, which includes all income received in my household during approximately **the past three months**, from \_\_\_\_\_ to \_\_\_\_\_.

<b>Gross Income from All Sources for Three Month Period</b> <i>(Before income taxes, and other mandatory deductions)</i>	
<b>Description</b>	<b>Amount</b>
Employment	\$
Workers Compensation / Disability Pension	\$
Social Assistance (Support for independence)	\$
Maintenance	\$
Income from children (if any)	\$
Rental Income	\$
Investment Income	\$
Other ( <i>specify</i> ): _____	\$
_____	\$
_____	\$
Gross income of spouse / common law partner / adult interdependent partner living with me	\$
<b>TOTAL GROSS INCOME for Three Month Period</b>	<b>\$</b>
<b>Average Gross Monthly Family Income</b>	<b>\$</b>

6. Below is additional financial information I believe is relevant:

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I solemnly declare that the above information is correct. I make this solemn declaration conscientiously believing it to be true and knowing it is of the same force and effect as if made under oath.

**WARNING: A false declaration constitutes a criminal offence and is punishable by law.**

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

Declared before me at \_\_\_\_\_, Alberta,  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Commissioner for Oaths in and for the  
Province of Alberta

You **must** bring proof of your household income, including the following items:

- 1. A copy of your income tax return or notice of assessment/reassessment for the most recent taxation year, or pay stubs or income statements for the last 3 months from all of your sources of income;
- 2. Copies of your spouse's / common law partner's / adult interdependent partner's pay stubs or income statements for the last 3 months from all of their sources of income;
- 3. If you are not employed, recent proof of the source and amount of your income (such as your 3 most recent Employment Insurance benefit statements; your 3 most recent Social Allowance income statements, or your 3 most recent pension benefit statements); and
- 4. Any other documents necessary to establish your financial situation.

**Note:** Please advise the clerk if you are unable to produce the applicable documents.

The Court Clerk or Registrar (or their designate) will review your request and determine if your gross family income is below the income threshold set out in the Ministerial Order establishing the guidelines for an applicant to be granted a waiver of certain fees payable to court officials

The personal information collected on this form will be used for the purpose of determining if you qualify for a waiver of court filing fees. This collection of personal information is in compliance with section 33(c) of the *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection of personal information please contact the Executive Director, Organizational Strategy and Transformation at 780 427 4992 or write to: Executive Director, Organizational Strategy and Transformation, Resolution and Court Administration, Alberta Justice and Solicitor General, 9th Floor J.E Brownlee Building, 10365 – 97th Avenue, Edmonton, AB, T5J5A6.

## Income Thresholds

Number of Persons in Family Residing in Household (including applicant)	Gross Family Income	
	\$ Monthly	\$ Annually
1	2230	26,760
2	2776	33,315
3	3413	40,957
4	4144	49,727
5	4700	56,400
6	5301	63,609
7+	5902	70,819

The term “Gross Family Income” means all monies received by the family before income taxes or deductions.

“Family” includes all persons living in the same dwelling and related by blood, marriage, common-law or adult interdependent relationship, or adoption. In the case of common-law and adult interdependent relationships, common law spouses, adult interdependent partners and their dependents are considered family. In the case of a minor, unless the young person lives independently, it is the income of the minor’s parents or guardians which determines eligibility.

### Review Process

A Senior Judicial Clerk (or other designate) can only grant a fee waiver if the applicant qualifies to apply for a fee waiver and their Gross Family Income falls within the Income Threshold set out above. If the applicant disagrees with the findings of the Senior Judicial Clerk (or other designate), the applicant may ask that the findings be reviewed by a Supervisor/Manager. However, the Supervisor/Manager is governed by the same guidelines used for the initial review.