

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

ADDRESS FOR SERVICE AND  
CONTACT INFORMATION OF  
PARTY FILING THIS DOCUMENT

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

**For Court Office use only:**

Statement reviewed and fee reduction:  Approved. Filing Fee reduced to: \_\_\_\_\_  
 Denied, because: \_\_\_\_\_

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 (*check applicable box*):

- married
- single
- living in an adult interdependent relationship
- living common law

2. I support and maintain (*specify persons living in the same dwelling and related by blood, marriage, common-law or adult interdependent relationship, or adoption*):

\_\_\_\_\_ Children under 18

\_\_\_\_\_ Other dependants (*specify*):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. 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) / Child Tax Credit	\$ _____
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>

4. 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;
- 2. Copies of your (and your spouse's / common law partner's / adult interdependent partner's) pay stubs or income statements for the last 3 months from all of your 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.

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.

## Income Thresholds

Number of Persons in Family Residing in Household (including applicant)	Gross Family Income	
	\$ Monthly	\$ Annually
1	1,766	21,189
2	2,497	29,965
3	3,058	36,700
4	3,531	42,378
5	3,948	47,380
6	4,325	51,902
7+	4,672	56,061

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.