

# How to use I-CAN! to Create Fee Waiver Forms



## Follow these steps

- Be sure to print or save the PDF file with your password so you can re-enter if there are any disruptions
1. Select your language preference, video preference and then select the Module you want to complete.
  2. The next screen will give you a description of the module. Click "Next" and then choose "Create a username and password".
  3. At the end of the tutorial and disclaimer, enter your first and last name and click "Next". I-CAN! will create a unique password for you. Be sure to print or save the PDF file with your password so you can re-enter if there are any disruptions.
  4. If you want to re-enter a module using a user you have created, select "Log in with my password" and then enter in your password. You will be taken back to the module with your responses already filled in.

## What does I-CAN! do?

I-CAN! will fill out the forms for you by asking you simple questions and putting your answers on the court forms in the correct place. I-CAN! will print all of the forms that are necessary for your individual situation. I-CAN! will also print instructions to tell you what to do with your forms, and how the court process works.

## Who can use the Fee Waiver module?

### CA Fee Waiver

#### Users

- A user who qualifies because he receives public assistance
- A user who qualifies because her household income is less than the amount on the chart
- A user who just can't pay

The court will charge you a fee to file your forms. If you cannot afford the filing fee you can apply for a Fee Waiver. If you apply for a Fee Waiver your forms will be filed as if you have paid the fees. The court will then make a decision to determine which fees, if any, you need to pay.

# How to go through the Fee Waiver Module

## Enter the following information

User Scenario 1: A User qualifies because he receives public assistance

1. Your name is "My Name", your address is "111 My Street, My City, CA 11111", your phone number is "999-999-9999", your fax number is "888-888-8888" and your email address is "myemail@address.com"
2. You are the Petitioner/Plaintiff.
3. The name of the other party is "Other Party".
4. You are NOT the defendant in an Unlawful Detainer case
5. You receive the following type of public assistance: "CalWORKS"
6. Your date of birth is 10/10/1980, your Medi-Cal number is 0987654321 and your Social Security Number is 111-11-1111
7. You will file your forms in Orange County at the Central Justice Center.

User Scenario 2: A user who qualifies because her household income is less than the amount on the chart

1. Your name is "My Name", your address is "111 My Street, My City, CA 11111", your phone number is "999-999-9999", your fax number is "888-888-8888" and your email address is "myemail@address.com"
2. You are the Respondent/Defendant. Your case number is 1234567890.
3. The name of the other party is "Other Party"
4. You are the defendant in an Unlawful Detainer case.
5. You do NOT receive public assistance.
6. Your household income is less than the amount on the chart.
7. You can only pay for certification and copying fees.
8. You have a job, your job title is "My Job Title", your employer's name is "My Employer", and its address "222 Emp Street, Emp City, CA 22222"
9. The amount you are paid does NOT change: \$1300 per month.
10. The following are deductions from your paycheck: \$100 for "Deduction 1" and \$200 for "Deduction 2".
11. You are NOT married. You receive \$100 in child support per month.
12. Your son lives with you. His name is "Child Name" and he is 5 years old.
13. You have \$200 in cash.
14. You have a bank account at "Checking Bank" with \$500 in it.
15. You own a car: the make is "Make", the year is "1990" the fair market value is \$3000 and you owe \$1500 on it.
16. You do NOT own real estate.
17. You own a piece of furniture, which is "Furniture 1", worth \$600
18. You pay \$500 for rent, \$50 for food, \$51 for utilities, \$52 for clothing, \$53 for laundry, \$54 for medical payments, \$55 for insurance, \$56 for child care, \$57 for transportation.
19. You make monthly payments of \$200 for "Car Payment". You do NOT pay court-ordered deductions. Other reasons you can't pay are "Explanation 1"
20. You will file your forms in Orange County at the Central Justice Center.

User Scenario 3: A user who just can't pay

1. Your name is "My Name", your address is "111 My Street, My City, CA 11111", your phone number is "999-999-9999", your fax number is "888-888-8888" and your email address is "myemail@address.com"
2. You are the Plaintiff/Petitioner.
3. The name of the other party is "Other Party"
4. You are NOT the defendant in an Unlawful Detainer case.
5. You do NOT receive public assistance. Your household income is NOT less than the amount on the chart. Your income is NOT enough to pay the court fees and costs and support you and your dependents.
6. You can pay none of the fees.
7. You have a job, your job title is "My Job Title", your employer's name is "My Employer", and its address "222 Emp Street, Emp City, CA 22222"
8. The amount you are paid changes. The average is \$1500 per month.
9. You do NOT have deductions taken out of your paycheck.
10. You are married and your spouse has a job. Your spouse's job title is "Spouse Job" and her employer is "Spouse Employer" at "333 Spouse Emp Street, Spouse Emp City, CA 33333"
11. You do NOT have any more monthly income to list.
12. Your spouse lives with you. Her name is "My Spouse", she is 30 and her monthly income is \$1000.
13. You have \$50 in cash.
14. You do NOT have any accounts or vehicles.
15. You do own real estate. The address is "444 My Property Street, My Property City, CA 44444". It is worth \$10000 and you owe \$1000 for it.
16. You do NOT have any other personal property.
17. You pay \$1000 for rent, \$101 for food, \$102 for utilities, \$103 for clothing, \$104 for laundry, \$105 for medical payments, \$106 for insurance, \$107 for transportation.
18. You make monthly payments of \$100 for "Installment 1", \$200 for "Installment 2", \$300 for "Installment 3", \$400 for "Installment 4"
19. You pay \$500 court-ordered deductions.
20. Other monthly expenses you pay are: \$101 for "Monthly 1", \$201 for "Monthly 2", \$301 for "Monthly 3" and \$401 for "Monthly 4"
21. Other reasons you can't pay are "Other Reasons"
22. You will file your forms in Orange County at the Central Justice Center.

Variations to try: Try adding more than four items in a category. Try saying that you have a spouse who is unemployed.