

Gross Monthly Employment Income, including Self-Employment Income (Before Taxes)	\$	\$	\$
Unemployment, Worker's Compensation, Spousal Support (If Receiving)	\$	\$	\$
TOTAL MONTHLY INCOME			\$
Liquid Assets			
Type of Asset	Estimated Value		
Cash on Hand	\$		
Available Cash in Checking, Savings, Money Market Accounts	\$		
Stocks, Bonds, CDs	\$		
Other Liquid Assets	\$		
Total Liquid Assets	\$		
Monthly Expenses			
Column A		Column B	
Type of Expense	Amount	Type of Expense	Amount
Rent / Mortgage / Property Tax / Insurance	\$	Insurance (Medical, Dental, Auto, etc.)	\$
Food / Paper Products/Cleaning Products/Toiletries	\$	Child or Spousal Support that You Pay	\$
Utilities (Heat, Gas, Electric, Water / Sewer, Trash)	\$	Medical / Dental Expenses or Associated Costs of Caring for a Sick or Disabled Family Member	\$
Transportation / Gas	\$	Credit Card, Other Loans	\$
Phone	\$	Taxes Withheld or Owed	\$
Child Care	\$	Other (e.g. garnishments)	\$
Total Column A Expenses	\$	Total Column B Expenses	\$
TOTAL MONTHLY EXPENSES (Column A + Column B)			

I, _____, hereby certify that the information I have provided on
 (Print Name)
 this financial disclosure form is true to the best of my knowledge and that I am unable to prepay the costs or fees in this case.

 Signature

NOTARY PUBLIC:

Sworn to before me and signed in my presence this _____ day of _____, 20____,
 in _____ County, Ohio.

 Notary Public (Signature)

 Notary Public (Printed)
 My Commission expires: _____

If available, an individual duly authorized to administer this oath at the Clerk of Court's Office will do so at no cost to the Applicant.

ORDER

- ☐ Upon the request of the Applicant and the Court's review, the Court finds that the Applicant IS an indigent litigant and **GRANTS** a waiver of the prepayment of costs or fees in this matter. Pursuant to R.C. 2323.311(B)(3), upon the filing of a civil action or proceeding and the affidavit of indigency under division (B)(1) of this section, the clerk of the court shall accept the action, motion, or proceeding for filing.
- ☐ Upon the request of the Applicant and the Court's review, the Court finds that the Applicant is NOT an indigent litigant and **DENIES** a waiver of the prepayment of costs or fees in this matter. Applicant is granted thirty (30) days from the issuance of this Order to make the required advance deposit or security. Failure to do so within the time allotted may result in dismissal of the applicant's filing.

IT IS SO ORDERED

Judge / Magistrate

Date

[Effective: April 15, 2020.]

Thank you for using Ohio Legal Help!

This page will walk you through the process of filing this form.

What this file contains

This file contains the form you will need to file a **poverty affidavit in Ohio**. This form can be used in any common pleas, municipal or county court in Ohio. The court will use the information on your form to decide if you qualify to file in court without paying fees upfront.

In Ohio, the law says that anyone whose income before taxes is at or below 187.5% of the federal poverty level and whose monthly expenses equal or exceed their liquid assets qualifies to file in court without paying fees upfront. It also says that the court has discretion to grant a waiver to others depending on the circumstances.

If you believe that you are unable to pay your court costs upfront, you can file the Poverty Affidavit. If the court rejects your application, you will be asked to pay the fees within 30 days or your case will be dismissed.

Here's what to do next.

Step 1. Fill in the last four digits of your social security number on the first page

To protect your privacy, we do not ask for that information in the Form Assistant interview. You can add it to the final PDF before you print it, or write it in by hand after you print it.

Step 2. Take the form to a notary

Print out the form, but don't sign anything yet. You will need to sign it in front of a notary. The notary will check your identification, watch you sign and stamp where needed with an official seal. You can find notaries at banks and some courthouses and libraries, or search for "notaries near me" on Google. You may be able to get the form notarized at the clerk of court's office or at your court's self-help center, if they have one.

Step 3. Make photocopies

After the notary stamps your documents, **make at least one photocopy for your records.**

Step 4. File

Take the form to clerk's office to be filed, along with the rest of the paperwork that you are filing for your legal matter.

APPENDIX

2025 FEDERAL POVERTY LIMIT (FPL)

Persons in family/ household	100% Poverty	100% Poverty Monthly Gross Income	187.5% Poverty	187.5% Poverty Monthly Gross Income
1	\$15,650	\$1,304	\$29,344	\$2,445
2	\$21,150	\$1,763	\$39,656	\$3,305
3	\$26,650	\$2,221	\$49,969	\$4,164
4	\$32,150	\$2,679	\$60,281	\$5,023
5	\$37,650	\$3,138	\$70,594	\$5,883
6	\$43,150	\$3,596	\$80,906	\$6,742
7	\$48,650	\$4,054	\$91,219	\$7,602
8	\$54,150	\$4,513	\$101,531	\$8,461

R.C. 2323.311(B)

(4) A judge or magistrate of the court shall review the affidavit of indigency as filed pursuant to division (B)(2) of this section and shall approve or deny the applicant's application to qualify as an indigent litigant. The judge or magistrate shall approve the application if the applicant's gross income does not exceed one hundred eighty-seven and five-tenths per cent of the federal poverty guidelines as determined by the United States department of health and human services for the state of Ohio and the applicant's monthly expenses are equal to or in excess of the applicant's liquid assets as specified in division (C)(2) of section 120-1-03 of the Administrative Code, as amended, or a substantially similar provision. If the application is approved, the clerk shall waive the advance deposit or security and the court shall proceed with the civil action or proceeding. If the application is denied, the clerk shall retain the filing of the action or proceeding, and the court shall issue an order granting the applicant whose application is denied thirty days to make the required advance deposit or security, prior to any dismissal or other action on the filing of the civil action or proceeding.

(6) Nothing in this section shall prevent a court from approving or affirming an application to qualify as an indigent litigant for an applicant whose gross income exceeds one hundred eighty-seven and five-tenths per cent of the federal poverty guidelines as determined by the United States department of health and human services for the state of Ohio, or whose liquid assets equal or exceed the applicant's monthly expenses as specified in division (C)(2) of section 120-1-03 of the Administrative Code, as amended, or a substantially similar provision.

¹Ohio Works First Income Limit: 50% FPL (R.C. 5107.10(D)(1)(a))

²SSI Income Limit: cannot have countable income that exceeds the Federal Benefit Rate (FBR). 2024 FBR: \$967 monthly for single disabled individual; \$1,450 monthly for disabled couple (20 CFR 416.1100)

³Medicaid Income Limit: Modified Adjusted Gross Income (MAGI):138% FPL (OAC 5160:1-4-01; 42 USC 1396a(a)(10)(A)(i)(VIII)) Aged, Blind or Disabled: \$967 for single person; \$1,450 for disabled couple

⁴Veterans Pension Benefit Income Limit: \$16,551 annually / \$1,379 monthly for a single person; \$21,674 annually / \$1,806 monthly for a veteran with one dependent

⁵Supplemental Nutrition Assistance Program (SNAP) Income Limit: 130% FPL for assistance groups with nondisabled/nonelderly member; 165% FPL for elderly and disabled assistance groups (OAC 5101:4-4-11; Food Assistance Change Transmittal No. 61)