NEXT STEPS — VTCourtForms  
Asking to waive court filing and service fees

You have filled out the form to ask the court to waive fees. Now learn what to do next.

## Next step – “file” your form

1. Keep a copy of the form for yourself.
2. Choose how to file your form:
   * Bring the form to your local courthouse, or
   * Mail the form to a court, or
   * Email the form to a court in Vermont, or
   * E-file the form through the Vermont Judiciary’s Odyssey e-filing system.

{% if trial\_court\_division != "Unknown" %}

Details for the court you selected:

**{{ court\_division}} Division**

**{{ name }}**

{%p if trial\_court\_division != "Environmental" %}

{%p if trial\_court\_division != "Judicial Bureau" %}

**{{ address\_county }}**

{%p endif %}

{%p endif %}

{{ address\_address }} {{ address\_unit }}  
{{ address\_city }}, {{ address\_state }} {{ address\_zip }}

{% if arbitrary\_attribute %}

Mailing address:  
{{ arbitrary\_attribute }}

{% endif %}  
{{ email }}  
Phone: {{ phone }}

{% endif %}

{% if trial\_court\_division == "Unknown" %}

Follow this link to [find the phone number and location of your local courthouse.](https://www.vermontjudiciary.org/court-locations)

{% endif %}

**File this form at the same time you file other court forms for this case**. You only have to give this form to the court. Do **not** give a copy to the other party in the case.

If you email the form, be sure to call the courthouse later to be sure they got it.

You can e-file, but only lawyers are required to do that. It may not be worth your time to e-file.

See the Vermont Judiciary website at [www.vermontjudiciary.org/self-help/filing-procedures](http://www.vermontjudiciary.org/self-help/filing-procedures) for more details on the ways you can file the form.

## The court will decide

If approved by the Vermont Judiciary, you will not have to pay the filing fee.

The court clerk may tell you right away if they can waive the filing and service fees. Or they may send you a notice in the mail.

If the waiver is **not** approved, you will have to pay the court fees. You’ll have to pay within 30 days, or your case may be dismissed.

You have the right to appeal the denial of your application. You must file a written appeal within 7 days of the date of the order. If your appeal is denied, you must pay your filing fee and any service fees.

See the Vermont Judiciary website at [www.vermontjudiciary.org/fees](http://www.vermontjudiciary.org/fees) for more details.

## Get help

* If you have questions about forms or the court process, contact the Vermont Judiciary Access and Resource Center (ARC) at [selfhelp@vtcourts.gov](mailto:selfhelp@vtcourts.gov) or   
  802-879-1185. The ARC does **not** give legal advice.
* You can also ask the court clerk at the courthouse. Find them on the Vermont Judiciary website: [www.vermontjudiciary.org/court-locations](http://www.vermontjudiciary.org/court-locations).
* To hire a lawyer, or get a reduced-fee consultation, contact the Vermont Bar Association’s Lawyer Referral Service at 1-800-639-7036 or www.vtbar.org/find-a-lawyer/.

{%p if trial\_court\_division != "Environmental" %}

{%p if trial\_court\_division != "Judicial Bureau" %}:

* Look for information on the VTLawHelp.org website: <https://vtlawhelp.org>
* Contact us at Legal Services Vermont and Vermont Legal Aid at   
  1-800-889-2047 if you need quick advice or a referral.

{%p endif %}

{%p endif %}

