

Rule 3.04 Indigent Litigant Application

(A) Financial Disclosure/Fee Waiver Affidavit

If a party initiating a civil action is unable to pay the applicable security deposit as provided under this Rule, the party shall apply for a fee waiver by filing a Financial Disclosure/Fee Waiver Affidavit form approved by the Ohio Supreme Court, along with the complaint or other filing which requires a filing fee. The action or proceeding shall be accepted by the Clerk for filing, and the Financial Disclosure/Fee Waiver Affidavit shall be reviewed by the court in accordance with R.C. 2323.311. If the application for a fee waiver is approved by the court, the Clerk shall waive the security deposit required by this Rule, and the court shall proceed with the civil action or proceeding. If the application for a fee waiver is denied, the Clerk shall retain the filing of the civil action or proceeding, and the court shall issue an order granting the applicant 30 days to make the payment required by this Rule.

(B) Hearing on Indigency

In accordance with R.C. 2323.311, at any time during the pendency of a civil action or proceeding, the court may conduct a hearing to inquire into the applicant's status as an indigent litigant.