

Information to Gather for Completing an Application for Free Process

Below is a list of the information (paperwork) you will need to have in order to complete the Application for Free Process and file it in person at the Court.

Identification:

A driver's license or some other government-issued form of picture identification.

**IMPORTANT: Student IDs and non-governmental employee badges cannot be accepted.*

Case Number:

If you are applying for free process on an existing case, you will enter this number on the form.

If you don't have a case yet, there is nothing to enter.

Public Assistance:

The court wants to know about your participation in any of the following public assistance programs:

- Department of Health Case Management Services (DHMS)
- Disability Security Income (DSI)
- Food Stamps
- General Assistance (GA)
- Medicaid (for you or your children)
- Public Housing
- Social Security Disability Income (SSDI)
- Supplemental Security Income (SSI)
- Temporary Assistance for Needy Families (TANF)
- Any other public assistance program

Unemployment Benefits that you or your spouse receive

Income from Other Sources that you or your spouse receive

Other Assets you or your spouse have that can be turned into cash

Monthly Expenses

Household Members other than yourself