

**STATE OF WASHINGTON  
CLARK COUNTY**

**HOW TO ASK SUPERIOR COURT  
TO REDUCE OR WAIVE YOUR LEGAL FINANCIAL OBLIGATIONS**

Please use this packet if you cannot afford to pay **legal financial obligations** (LFOs) imposed on you by the Clark County Superior Court in a criminal case.

You must complete the Motion to Waive or Reduce LFO's and Financial Statement/Declaration form for each case you want the court to review. You must provide proof of income and/or proof of any public assistance you receive when you submit your documents. Submit the completed motion(s) to the Clark County Clerk's Office.

**A. First Steps:**

- Contact the Superior Court for a list of open cases and the amount you still owe on each one. *Call the Clerk's Office Collection Unit (564-397-6085).*  
The Court:
  - must waive any non-restitution LFO interest that has accrued. (Some LFOs do not accrue interest.)
  - may not waive or reduce restitution principal or the crime victim penalty
  - may waive any restitution interest only after all restitution principal has been paid.
  - may waive other costs or fees, depending on your specific situation.
  - ***You must provide proof of any public assistance that you receive when you submit your documents.***
  - Provide any other follow-up information that the Collections Unit may ask you to provide.

**B. Fill Out Your Motion and Declaration:**

- The Motion can be found at our website, <https://www.clark.wa.gov/clerk/superior-court-clerks-collections-unit>.

You can also call the Clark County Clerk's Office, Collection Unit (564) 397-6085 to have the form mailed to you.

- You must submit a separate Motion and Declaration for **each case** you want the court to review.

Fill out the top of the first page by checking the check box for the court, fill in the case number, and fill in your full legal name as the defendant.

Fill out the “footer” in the bottom right corner of each page with your phone number and e-mail address, if you have one.

Fill out the Motion section of the form by checking any of the boxes that apply to you.

You may ask the court to:

- Waive your LFOs.
- Waive any interest charged on non-restitution LFOs.
- Waive any interest charged on restitution when you have paid the amount of restitution ordered by the court.

Sign and date the form under the motion section. Fill out the address line below the signature line.

Fill out the Financial Statement/Declaration.

Fill out the income and expenses table. The left-hand side of the table is for your household income information, and the right-hand side of the table is for your household expenses information. The following information is needed for this part of the form:

- How many people who live in your household who are dependent on your financial support and their ages;
- Employment status and your gross income (before taxes and withholdings) and net income (take home pay after taxes and withholdings);
- Other household income (for example: public assistance, rent on any property you own, income from a trust that benefits you, spousal maintenance or child support, or investment income, etc). Mark the box if you receive food stamps;
- The amount of any cash, checking or savings account you have;
- A list of your typical monthly bills and expenses: rent/mortgage, food, utilities, transportation, ordered spousal maintenance paid, ordered child support paid, clothing, child care, education expenses, insurance, medical expenses and any other debts or expenses that you have.

Below the table, mark the boxes for any public assistance you receive. ***You must provide proof of any public assistance that you receive when you submit your documents.***

- In the last part of the form, you will have space to explain more about your circumstances, including
- If you are unemployed, explain the efforts you have made to find a job;
- Explain efforts you have made to pay your fines;
- Explain any other hardships that have prevented you from paying your fines.
- Sign and date the last page of the form.

### **C. Submitting your Motion and Financial Declaration**

- Keep a copy of each form you submit to the court.
- The form may be submitted to the court in any one of these ways:
  - Deliver your documents to the Clerk’s Office in the courthouse at

1200 Franklin St  
Vancouver, WA 98660

- You can print and mail it, using the mailing addresses below:

Clark County Clerk’s Office, Collection Unit  
P.O. Box 5000  
Vancouver, WA 98666-5000

### **D. Getting the Judge’s decision or “Order.”**

- The order will say what costs or fees were forgiven or remitted.

### **Final Checklist for Your Motion to Reduce or Waive LFOs**

- Call the Clark County Collection Unit for a list of open cases.
- Locate paystubs, W-2, tax return, food stamp card, and/or proof of other public benefit.
- Provide the Clerk’s Office with all the information they need about your income and/or public benefits.
- Fill out and sign Motion to Reduce or Waive Legal Financial Obligations.
- File with the Clerk of the Clark County Superior Court:  
Motion to Reduce or Waive Legal Financial Obligations and Financial

Statement/Declaration.

Look for a copy of the Court's Order by mail or e-mail