

## OJD INSTRUCTIONS FOR FEE DEFERRAL OR WAIVER APPLICATION

Various fees and costs are required in any civil proceeding including dissolutions, small claims, landlord-tenant disputes and arbitration. A fee schedule is available on the court's website at: <http://courts.oregon.gov/Multnomah>. The court accepts credit card (Visa or MasterCard), money order, check, or cash. If you cannot afford to pay the amount required, you may ask the court to defer or waive those fees and costs. If the court defers the fees and costs you do not need to pay them at the time of filing, but you are still responsible for the deferred fees.

If you wish to apply for a fee deferral or fee waiver, complete the following forms:

- APPLICATION FOR DEFERRAL OR WAIVER OF FEES;**  
Fill in the case heading and indicate whether you are the Petitioner/Plaintiff or Respondent/Defendant. Check the boxes that apply to you. Date, sign, and print your name.
  
- DECLARATION FOR DEFERRAL OR WAIVER OF FEES; AND**  
Fill in the case heading and indicate whether you are the Petitioner/Plaintiff or Respondent/Defendant. The declaration must be completely filled out. Do not leave any sections blank. Date, sign, and print your name. The Declaration form is placed in the confidential section of the court file.

Once the forms are complete, you will be required to appear before designated court staff or a judge to make your request for a fee deferral or waiver. Paperwork should be brought to:

Multnomah County Courthouse  
1021 SW 4<sup>th</sup> Avenue  
Portland, OR 97204

For Civil, Small Claims, Landlord Tenant disputes and Arbitration: Rm 210  
For Domestic Relations: Rm 211

At the completion of your case, questions related to a fee deferral or waiver may again be addressed for any amount still unpaid.

### NOTICE

When you are granted a partial or full deferral of fees, the deferred fees are an obligation owed to the State of Oregon. Failure to pay deferred fees within 30 days of the entry of judgment may result in: 1) additional amounts for administrative and collection costs being added automatically to the judgment; and 2) your account being referred to the Department of Revenue or a private collection firm for collection without further notice to you from the court and additional fees being added automatically for this referral.

Payment Information:

**Check or money order's** should be made payable to the **State of Oregon** and **MUST** include your case number. The check or money order can be mailed to: Multnomah County Courthouse, Room 210, 1021 S.W. 4<sup>th</sup> Avenue, Portland, OR 97204-1123

**Credit card payments** made be made by phone, using Visa or MasterCard. Call the Multnomah County Collection Department at 503.988.6279, option 4.

**Cash** payment must be brought to the Multnomah County Courthouse, Room 210, 1021 S.W. 4<sup>th</sup> Avenue, Portland, OR.

If you need to set up a payment agreement, you will need to have your case number and can call 503.988.6279, option 4 **OR** you may come to the Multnomah County Courthouse, Room 103, 1021 S.W. 4<sup>th</sup> Avenue, Portland, OR.