

Get relief from LFOs

Author

Northwest Justice Project

Last Review Date

May 5, 2025

If you were convicted of a crime in Washington State, you can ask a judge to cancel (waive) non-restitution interest that has built up and reduce the Legal Financial Obligations (LFOs) that the judge imposed on you at sentencing. (Forms and instructions)

1. Fast facts

Legal financial obligations (LFOs) are the costs, fees, fines, and victim restitution, plus 12% interest, that courts put on criminal defendants at the time of sentencing. Private collection agencies are authorized by law to add another 19% to 50%.

The court rules have changed to provide some relief from LFOs. You can read the rule at [General Rule 39](#)

([https://www.courts.wa.gov/courtrules/gr.cfm?Rule=Legal%20Financial%20Obligations&fileNa](https://www.courts.wa.gov/courtrules/gr.cfm?Rule=Legal%20Financial%20Obligations&fileName=)

. The amount of relief you can get depends on the type of conviction, the types of LFOs assessed, and your financial resources. You must file a Petition

and follow a court process to get this relief.

Living With Conviction (<https://livingwithconviction.org/>) provides legal information (<https://livingwithconviction.org/lfo-help>) and help related to LFOs including the Justice in Motion (<https://livingwithconviction.org/lfo-help>) app that can help you complete the forms in this guide. Civil Survival (<https://civilsurvival.org/>) also has information about reducing LFOs (<https://civilsurvival.org/guides/reducing-legal-financial-obligations/>) and can help you get a free copy of your WA state criminal history report (<https://civilsurvival.org/request-criminal-history/>).

2. Before you file

Before you start the court process to ask for LFO relief, gather this information:

1. Identify your case number/s

Write down the case number (also called “cause” number) of every case in Washington in which you were convicted of a crime. You can often find these on your criminal history report. Civil Survival (<https://civilsurvival.org/>) can help you get a free copy of your WA state criminal history report (<https://civilsurvival.org/request-criminal-history/>).

You can also find your case numbers online, depending on the county and the court:

- For superior, district, and municipal courts in all counties except King and Pierce, check the Washington State Administrative Office of the Courts (<https://dw.courts.wa.gov/>). Do a **Person Search** for your name.

That database sometimes misses cases, so if you still can't find your case, try these other options:

- For King County Superior Court, do a name search at KC Script (<https://dja-prd-ecexap1.kingcounty.gov/?q=Home>)
- For King County District Court (<https://kcdc-efiling.kingcounty.gov/ecourt/>), register for free for e-filing and case access. It looks like just an e-filing option, but you can view documents here, too.
- For Pierce County Superior Court, Legal Information Network Exchange (LINX) (<https://linxonline.co.pierce.wa.us/linxweb/Search.cfm>)
- For Pierce County District Court, make a public record request (<https://www.piercecountywa.gov/827/Find-Case-Information-Public-Records-Req>)
- For Spokane Superior and District Courts, use the Spokane County Court Viewer (<https://cp.spokanecounty.org/courtdocumentviewer/default.aspx>)
- For all other counties, search by your name in the Washington Odyssey portal (<https://odysseyportal.courts.wa.gov/ODYPORTAL/>)

2. **Call the court clerk's office**

(https://www.courts.wa.gov/court_dir/?fa=court_dir.county) in the county court of your conviction.

- **Ask the clerk if their court decides Petitions for LFO relief without a hearing, or if you can or must schedule a hearing.** If

you need or want a hearing, ask the clerk:

- What day and time can I schedule a hearing?
- Which docket or calendar will the hearing be on?
- What courtroom will the hearing be in? (This may be assigned on the day of the hearing.)
- Is there an option to appear remotely? (Phone or video.)
- Do you have a local form I have to use to schedule a hearing?

If the clerk says you must use their local form, ask them where you can get that form. Otherwise, you can use the Notice of Hearing form we give you. Write in the hearing details you get from the clerk.

- **Ask the clerk if their court requires a “working” or “bench” copy of a Petition and proposed Order for LFO relief for the judge.** If yes, ask the clerk how to do that. Many courts have local rules about how and when to submit these copies, and how they should be labeled. Other courts don’t require them.
- **[Optional] Ask the clerk of the court of your conviction for a copy of the “Judgment & Sentence” (J&S) and your **LFO Accounting Summary**, also known as “case financial history.”** The J&S says how much you were originally sentenced to pay. It also will have your PCN/TCN or SID number on the first page or on the fingerprint page. The LFO Accounting Summary shows how much you were originally sentenced to pay, how much interest and fees have been added, how much you have paid, and how much you still owe.

3. Calculate your income and gather financial proof

If you're asking for LFO relief because you're not able to pay, you must figure out if your yearly income is above or below 125% of the federal poverty guidelines, after taxes, based on how many people live in your home. These guidelines change every year.

Even if your income is above 125% of the poverty guidelines, you can still ask for relief based on inability to pay. Gather the proof of your financial situation. This can be:

- Paperwork that shows that you live on public assistance, disability or limited income. Like a Social Security Disability notice.
- A letter from a social service provider or shelter attesting to your homeless status.
- A letter from your doctor or social worker that states that you have an acute, chronic, or serious mental illness.
- Evidence of any other compelling circumstance or manifest hardship that makes you unable to pay your LFOs.

Example 1: You make more than 125% of the federal poverty guidelines but you have large medical bills due to cancer treatment costs. Provide copies of your income proof and the medical bills.

Example 2: You work full-time but minimum wage is not enough to pay for your basic needs and also pay your monthly LFO costs because your rent is so high. Provide

copies of your income proof and lease.

4. **Consider payment plans, community service and if your income is “protected income”**

- If you want to ask for a payment plan for any remaining LFOs, consider how much you can realistically afford to pay each month.
- Think about whether you would like to do community service instead of paying some of your LFOs. This is also called “community restitution.” Not all counties have this option. If you ask to do community restitution towards some of your LFOs, and your county has this program, the court will credit you with at least minimum wage for every hour worked. Remember that there are hidden costs to community service, including the cost of transportation to the community service site and possibly childcare.
- Decide whether you can ask for LFO collection to stop because your only source of income is “protected income”. Protected income includes Social Security benefits, child support payments, and VA benefits.

3. Step-by-step

Step-by-step

After you’ve gathered the information in [Before you file](#), follow these steps:

1. **Fill out the forms in this guide.** You can fill them out online through Living with Conviction's Justice in Motion (<https://livingwithconviction.org/lfo-help>) app, or print them to fill out by hand. If you aren't scheduling a hearing, you can skip the Notice of Hearing form.
2. **Print and make copies.** You need one copy of each completed form for the clerk (these are the "originals"), one for yourself, one for the prosecutor, and one for the judge if the clerk says that working copies are required in your county.

Organize the copies in sets, so there's one set for each person who needs a copy. Put each set of papers into an envelope addressed to each party, with your return address. You'll use these sets for service.

3. **Serve the prosecutor.** Mail or hand deliver the set of copies you made for the prosecutor. If your case is in Superior or District Court, the prosecutor will be the county prosecuting attorney's office. If your case is in municipal court, the prosecutor will be the city attorney's office. Put the date you served the prosecutor on your Petition form (section 7).
4. **File the originals with the Court Clerk.** Give the clerk the originals of all your forms for filing except you should ask the clerk what to do with the original proposed Order. Follow the clerk's instructions.

Ask the clerk to stamp your copies to show the date you filed the originals. Take the stamped copies back from the clerk. The clerk keeps

the original.

- **If you're not asking for a hearing**, ask the clerk when and how you will hear about the judge's decision.
- **If you are asking for a hearing**, ask the clerk for details to complete the Notice of Hearing form if you haven't already. **Send a copy of the completed Notice of Hearing to the Prosecutor if you haven't already.** In some counties, the court itself will schedule the hearing and send notice to all parties.

5. **Deliver or mail working copies to the judge if local rules require it.**

Ask the clerk where to deliver the judge's working copies. (*Skip this step if local rules don't require it.*)

6. **Check for a response by mail or email.** The clerk's office may send you information about your hearing. The prosecutor may send you a response to your Petition.

7. **Go to the hearing, if there is one.**

If your hearing is online, follow these [tips for phone and video hearings](#).

Show up (or log in) early on the day of your hearing. If in person, allow plenty of time to go through security and find the right courtroom. Before the hearing starts, tell the courtroom staff that you are there. You may have to sit through several other cases first. Wait until the judge

calls your case or name. Answer any questions the judge asks. The judge may agree with you and sign your order that same day.

If the judge doesn't issue an order the day of the hearing, once the hearing is over ask the judge's clerk about when and how you will get the final order. It will usually be mailed to you within **10 days**.

8. **Get a copy of the signed order.** The clerk's office should mail you a copy of the signed order. If you have not received it in **10 days**, call the clerk's office to follow up. The judge might not have ruled on your Petition yet. If the judge has issued an order already, ask for a date-stamped copy of the judge's order (also called "conformed" copy). Keep this copy in your important papers.

4. Forms

Fill out your forms online! Use Living With Conviction's Justice in Motion (<https://livingwithconviction.org/lfo-help>) app to complete the forms to cancel or reduce your LFOs. Like WA Forms Online, Justice in Motion asks questions and uses your answers to complete your court forms. You'll receive completed forms and instructions that are ready for your use.

Form attached:

Petition re: Legal Financial Obligations (PT) (CR 08.0800)

Form attached:

Order re: Legal Financial Obligations (ORWILFO) (CR 08.0810)

Form attached:

Notice of Hearing (general civil) (NJP General 008)

Tips for filling out the Petition re: Legal Financial Obligations, CR 08.0800

Instructions for this form are built into the form itself.

Fill out the **petition** form to explain what you want the judge to do and why they should do it.

Tips for filling out the Order re: Legal Financial Obligations, CR 08.0810

Instructions for this form are built into the form itself.

Fill out the **order** form the way you want the judge to sign it. This is a **proposed order** you'll ask the judge to sign at the hearing. If you're not sure about something in the order, leave it blank for the judge to complete.

Tips for filling out the Notice of Hearing (NJP General 008)

Fill out the **Notice of Hearing** with details from the court clerk. You can try to get that information over the phone, or in-person when you file your papers.

When choosing a date, leave yourself enough time to have the other party served.

Many counties require you to use their own form. Ask the clerk if they use a special Notice of Hearing form. If not, use ours.

WashingtonLawHelp.org gives general information. It is not legal advice. Find organizations that provide free legal help on our [Get legal help](#) page.

_____ Court of Washington, County/City of _____

_____,
Plaintiff.

vs.

_____,
Defendant. DOB: _____

No. _____

**Petition re: Legal Financial Obligations
(PT)**

Petition re: Legal Financial Obligation

Use this form to ask the Court to waive or reduce the amount you owe, or to remove your Legal Financial Obligations (LFOs) from collections. Please fill out any sections that might apply to your case. After you fill out this form, you should also fill out a proposed order for the judge to sign. That form is called "Order re: Legal Financial Obligations." You must fill out a separate copy of both forms for each case you have.

The undersigned requests that the sentencing court grant an order that will:

1. Jurisdiction

If it has been more than 10 years since you were convicted in this case or completed the jail/prison term imposed at your sentencing, the court may be required to cancel some or all of your LFOs. By completing this section, you are asking the court to review whether it is required to cancel any of your LFOs.

You should check the first box if it has been more than 10 years since you completed the jail/prison term imposed at your sentencing. If you were sent back to jail or prison for violating probation or community custody, this does not restart the 10-year period. If you have spent time in jail or prison in the past 10 years, but it was not related to this conviction, you can still check the first box.

You should check the second box if you were not sentenced to jail or prison time in this case. If you have spent time in jail or prison in the past 10 years, but it was not related to this conviction, you can still check the second box.

You should check the third box if it has been fewer than 10 years since you completed the jail/prison term imposed at your sentencing.

If you were convicted of Rape of a Child, which resulted in pregnancy, your case has special rules and you should contact an attorney.

- ☐ I declare, to the best of my knowledge, that more than 10 years have passed since I completed the jail or prison sentence (total confinement) imposed *in this case*. I ask the court to review whether it has jurisdiction to collect remaining LFOs, restitution, and interest. (RCW 3.66.120; RCW 6.17.020(4); RCW 9.94A.753(4); 9.94A.760(5); *State v. Gossage*, 165 Wn.2d 1, 8, 195 P.3d 525, 528 (2008)).
- ☐ I declare, to the best of my knowledge, that I did not receive a jail or prison sentence (total confinement) *in this case*. I ask the court to review whether it has jurisdiction to collect remaining LFOs, restitution, and interest. (RCW 3.66.120; RCW 6.17.020(4); 9.94A.760(5); RCW 9.94A.753(4); 9.94A.760(5); *State v. Gossage*, 165 Wn.2d 1, 8, 195 P.3d 525, 528 (2008)).
- ☐ I declare, to the best of my knowledge, that fewer than 10 years have passed since I completed the jail or prison sentence (total confinement) imposed *in this case*. I ask the court to review whether it has jurisdiction to collect remaining LFOs, restitution, and interest. (RCW 3.66.120; RCW 6.17.020(4); 9.94A.760(5); RCW 9.94A.753(4); 9.94A.760(5); *State v. Gossage*, 165 Wn.2d 1, 8, 195 P.3d 525, 528 (2008)).

2. Reduce or Waive LFOs

A. LFO Relief Available Regardless of Ability to Pay (Check all that apply)

Anyone filling out this form may ask for relief in Part A.

- ☐ **Collection.** I request that the court remove my unpaid LFOs from collection and waive all collection fees. RCW 19.16.500(1)(b); RCW 36.18.190; GR 39.
- ☐ **LFO Interest.** I request that the court waive all unpaid interest on my LFOs that are not restitution. RCW 10.82.090(3)(a).
- ☐ **DNA Fee.** I request that the court waive the DNA fee. RCW 43.43.7541(2).
- ☐ **Restitution Interest After Payment of Original Amount Owed (Principal Balance).** I have paid the original amount owed (principal balance) of my restitution in full. All that remains of my restitution obligation is the added (accrued) interest. I ask that the court waive or reduce the remaining interest on my restitution. RCW 10.82.090(3)(b)

B. LFO Relief Due to Inability to Pay (Indigence)

You can complete this section regardless of whether you completed Part A. However, you may only ask for relief in this section if you are unable to pay. If you don't know whether you are considered unable to pay, you can review the criteria, below in Section 3 (Declaration of Inability to Pay (Indigence)). If you check one of the boxes in that section, you are considered unable to pay.

- ☐ **Waiver or Reduction of LFOs.** I request that all unpaid optional (discretionary) LFOs be waived or reduced. RCW 7.68.035(5); RCW 9.94A.6333(3)(f); RCW 10.01.160(4) (limited to costs); RCW 10.01.180(5).
- ☐ **Restitution Owed To An Insurer or State Agency.** I request that the court waive or reduce restitution and added (accrued) interest owed to an insurer or a state agency (other than the Department of Labor and Industries). RCW 3.66.120; RCW 9.94A.750, .753; RCW 9.92.060, 760; RCW 9.95.210.

- ☐ **Restitution Interest After Release from Total Confinement.** I declare that I have been released from jail or prison (total confinement). I ask that restitution interest that accrued during my confinement be reduced or waived. (RCW 10.82.090)
- ☐ Date I entered jail or prison in this case: _____
- ☐ Date I was released from jail or prison in this case: _____
- ☐ **Appellate and Other Costs.** I request the court waive appellate and other costs. My failure to pay was not willful and the payment of the costs imposes a manifest hardship on me or my family. RCW 10.73.160(4); 10.01.160(4).

3. Declaration of Inability to Pay (Indigence)

You should complete this section if you completed the previous section—"2(b) Waive or Reduce LFOs Due to Inability to Pay (Indigence)". You only need to meet one of the following criteria to be considered unable to pay. However, in order to give a full picture of your inability to pay to the court, please check all boxes that apply to your life.

I declare that I have not had enough money to pay all my LFOs and, because of this, my failure to pay them has not been willful. I declare that I am indigent (do not have the ability to pay) because:

- ☐ I am receiving one of the following types of public assistance (RCW 10.01.160(3)(a)):
- ☐ Food stamps or food stamp benefits transferred electronically (EBT);
 - ☐ Medicaid (for example, Apple Health);
 - ☐ Supplemental Security Income (SSI);
 - ☐ Temporary Assistance for Needy Families (TANF);
 - ☐ Aged, Blind, or Disabled assistance benefits (ABD);
 - ☐ Pregnant women assistance benefits;
 - ☐ Poverty-related veterans' benefits;
 - ☐ Refugee resettlement benefits; or
 - ☐ Medical care services under RCW 74.09.035;
- ☐ I am homeless. (RCW 10.01.160(3)(b)).
- ☐ I have an acute, chronic, or serious mental illness. (RCW 10.01.160(3)(b)).
- ☐ I am receiving an annual income, after taxes, of 125% or less of the current federally established poverty level. (RCW 10.01.160(3)(a)). *You can find the income limits (federally established poverty level) at <https://aspe.hhs.gov/topics/poverty-economic-mobility/poverty-guidelines>; 125% of the federal poverty level can be found here: <https://www.courts.wa.gov/forms/?fa=forms.contribute&formID=82>.*
- ☐ I am receiving an annual income, after taxes, of *more* than 125% of the federally established poverty level but I have living expenses making me unable to pay the LFOs imposed. (RCW 10.01.160(3)(c)). *You can find the income limits (federally established poverty level) at <https://aspe.hhs.gov/topics/poverty-economic-mobility/poverty-guidelines>.*

Details: _____

-
-
-
- ☐ I am unable to pay my LFOs because of a manifest hardship or compelling circumstances that exist. RCW 10.01.160(3)(d),(4); RCW 13.40.192; RCW 10.73.160(4). Details: _____
-
-
-

4. Process for Paying Any LFOs That Will Remain

You should fill out this section if you might have LFOs remaining even if the court offers you the relief you have asked for in this petition. For example, if you owe restitution or a mandatory LFO, you may have LFOs remaining after the court rules on your motion. If you aren't sure if you will have LFOs remaining, please fill out this section.

You should check the box requesting additional time if you don't believe you could immediately pay whatever LFOs that remain in a single payment. When filling out this section, you can list any amount that you can afford to pay each month.

If your only source of income is from Social Security (retirement, disability, etc.), child support payments, or Department of Veterans Affairs (VA) payments, you are not required to pay any remaining LFOs. In this situation, you will continue to owe your LFOs, but the Court will not require you to make payments or send your account to collections. In the future, if you obtain income from another source, you will be required to pay your remaining LFOs. If your only source of income is from Social Security, child support, or VA payments, you should not check the box below titled "Additional Time and Payment Plan."

- ☐ **Additional Time and Payment Plan.** I request additional time to pay any remaining LFOs and that I be placed on a payment plan that I can afford directly through the clerk. I can afford to pay \$_____ per month. RCW 9.94A.6333(3)(f); RCW 10.01.170(1); RCW 10.01.180(5).
- ☐ **Community Service to pay LFOs.** I request any unpaid discretionary LFOS that are **not** restitution be converted to community service (restitution) hours through a community restitution program, if available. RCW 9.94A.6333(3)(f); RCW 10.01.160(4) (limited to costs); RCW 10.01.180 (5); RCW 46.63.190.
- ☐ **Protected Source of Income.** I do not have the ability to pay and request that the court not engage in any active efforts to collect any remaining LFOs. *City of Richland v. Wakefield*, 186 Wn.2d 596, 607, 380 P.3d 459, 465 (2016). My only income is:
- ☐ Social Security benefits (retirement, disability, etc.);
 - ☐ Child support payments; or
 - ☐ Benefits from the Department of Veterans Affairs

5. Other Relief

Please fill out this section if you would like to request any other relief not included above.

- ☐ In addition to the relief requested above, I request that the court:

6. Hearing

You can ask the court to hold a hearing with you present or to decide this motion without a hearing. Please select either box A or box B, but not both. If you check box B, please check which type of hearing you would be able to attend.

- ☐ **A. No Hearing.** I request that the court rule on my petition without a hearing.
- ☐ **B. Hearing.** I ask that the court hold a hearing on my petition. I request to appear at the hearing:
- ☐ Via video conference or telephone; or
- ☐ In-person.

7. Declaration of Service

You must deliver a copy of this form and the form titled "Order re: Legal Financial Obligations" to the prosecutor. If your case is in Superior or District Court, the prosecutor will be the county prosecuting attorney's office (for example, Pierce County Prosecuting Attorney's Office). If your case is in municipal court, the prosecutor will be the city attorney's office (for example, Tacoma City Attorney's Office).

You should contact the prosecutor or city attorney's office, explain that you are filing a motion to reduce your legal financial obligations, and ask them how to send them ("serve") the forms. After you send them the forms, you can complete this section. Next, you should then call the court and ask them how to file your forms with the court. You should then file your forms with the court.

I mailed or delivered this Petition and a Proposed Order to the prosecuting attorney on (date) _____.

I declare, under penalty of perjury under the laws of the State of Washington, that the facts I have provided on this form are true.

Signed at (City) _____, (State) _____ on (Date) _____

Signature of Defendant

Print Name

The following is my contact information:

Email: _____ Phone: _____

Street Address or PO Box City State Zip

Lawyer (if any) fills out below:



Lawyer signs here

Print name and WSBA No.

Date

Lawyer's Street Address or PO Box

City

State

Zip

Email (if applicable):

_____ Court of Washington, County/City of _____

County/City of _____,

vs.

Defendant. _____, DOB: _____

No.

**Order re: Legal Financial Obligations
(ORWILFO)**

Clerk Action Required

Order re: Legal Financial Obligations

You should fill out this document after you fill out the "Petition re: Legal Financial Obligations." This document will tell the judge exactly what you are asking them to do. There are instructions in each section of the form. Please fill out any sections that apply to what you are asking the court to do by checking the boxes next to those sections. This should mostly match what you are asking for in your petition.

This Court has considered the defendant's Motion for Order re: Legal Financial Obligations (LFOs), the defendant's declaration, and any testimony, and has reviewed the relevant court records.

1. Jurisdiction

The Court finds:

You should only fill out this section if it has been more than 10 years since you were convicted in this case. If it has been more than 10 years since your conviction, you should check the box "Time Since Conviction."

You should also check the box, "Time Since Release from Jail/Prison or Extension" of the Judgment, if it has been more than 10 years since you completed the jail/prison term imposed at your sentencing or you were not sentenced to jail or prison time in this case. You can check this box even though you likely don't know whether the court extended the judgment in your case.

If you were convicted of Rape of a Child, which resulted in pregnancy, your case has special rules and you should contact an attorney. You should refer to the instruction packet for more information.

- ☐ **Time Since Conviction:** Ten years have passed since the defendant was convicted in this case (entry of the judgment and sentence). RCW 3.66.120(3); RCW 6.17.020(1); RCW 6.17.020(4); RCW 9.94A.750(4); RCW 9.94A.753(4); RCW 9.94A.760(5); *State v. Gossage*, 165 Wn.2d 1, 8, 195 P.3d 525, 528 (2008).
- ☐ **Time Since Release from Jail/Prison or Extension of the Judgment:** Ten years have elapsed since the defendant was released from total confinement or extension of the criminal judgment, whichever is later. RCW 3.66.120(3); RCW 6.17.020(4); RCW 9.94A.750(4); RCW 9.94A.753(4); RCW 9.94A.760(5); *State v. Gossage*, 165 Wn.2d 1, 8, 195 P.3d 525, 528 (2008).

The Court orders:

If you checked either of the boxes above, you should check the two boxes below. It is possible the court may still be allowed to collect LFOs or restitution. If that is the case, the judge will uncheck the boxes below before signing the order.

- ☐ **Expiration of LFO Jurisdiction:** The Court is no longer authorized to collect all LFOs and LFO interest. The court may continue to collect any restitution and restitution interest, unless the box labeled "Expiration of Restitution Jurisdiction" is checked below. RCW 6.17.020(1); RCW 6.17.020(4); RCW 9.94A.753(4); RCW 9.94A.760(5); *State v. Gossage*, 165 Wn.2d 1, 8, 195 P.3d 525, 528 (2008).
- ☐ **Expiration of Restitution Jurisdiction:** The Court is no longer authorized to collect restitution and restitution interest. RCW 3.66.120(3); RCW 6.17.020(4)(a); RCW 9.94A.753(4); RCW 9.94A.760(5); *State v. Gossage*, 165 Wn.2d 1, 8, 195 P.3d 525, 528 (2008).

2. Reduce or Waive LFOs

A. LFO Relief Available Regardless of Ability to Pay

The Court finds:

You should check the box below if you have paid off your restitution principal (the original restitution amount imposed by the court) and all that remains of your restitution obligation is interest.

- ☐ **Restitution Interest After Payment of Principal.** The defendant has paid restitution in full. RCW 10.82.090(3)(b).

The Court orders:

You can check multiple boxes in this section.

You should check the first box if you would like your LFOs removed from collections and any collections fees to be waived.

You should check the second box if you would like all interest, except restitution interest, to be waived. The court is required to waive non-restitution interest if you make this request. This will not affect whether you can request restitution interest waiver in other sections of the form.

You should check the third box if you were convicted in Superior Court and would like the court to waive the DNA fee. The court is required to waive the DNA fee if you make this request.

You should check the fourth box if you have paid off your original restitution amount (restitution principal) ordered by the court and would like your restitution interest waived.

- ☐ **Collection.** The defendant's LFOs are removed from collections and all collection fees are waived. RCW 19.16.500(1)(b); RCW 36.18.190.
- ☐ **LFO Interest.** All unpaid interest, except restitution interest, is waived. RCW 10.82.090(3)(a).
- ☐ **DNA Fee.** The DNA fee is waived. RCW 43.43.7541(2).
- ☐ **Restitution Interest Waiver After Payment of Principal.** Because the defendant has paid restitution principal in full, all restitution interest is waived. RCW 10.82.090(3)(b).

B. LFO Relief Due to Inability to Pay

The Court finds:

You can check multiple boxes in this section.

You should only fill out this section if you are unable to pay your LFOs. You are unable to pay your LFOs if, in the Petition, you checked any of the boxes in the section titled "Declaration of Inability to Pay (Indigency)." If you are unable to pay your LFOs, you should check the first box below.

You should also check the second box in this section if you are unable to pay your LFOs and are also seeking waiver of restitution interest that accrued while you were in jail or prison.

- ☐ **Inability to Pay.** The defendant is indigent and payment of LFOs will impose a manifest hardship on the defendant or their family. The defendant's failure to timely pay LFOs was not willful. RCW 7.68.035(5); RCW 10.01.160 (3), (4); RCW 10.01.185; RCW 9.94A.6333(3)(c); RCW 10.01.180(5); RCW 10.73.160(4).
- ☐ **Release from Total Confinement.** The defendant was released from total confinement in this matter.
Entry date: _____ Release date: _____
- ☐ **Notice to party entitled to restitution.** The prosecuting attorney made reasonable efforts to provide notice of the date and time of the hearing to the victim entitled to the restitution interest and considered the victim's input regarding financial hardship caused to the victim if interest is reduced or waived, if any.

The Court orders:

You can check multiple boxes in this section.

You should check the first box if you are requesting waiver of your LFOs. You do not need to list which required (mandatory) LFOs (if any) will remain. The judge will fill in that information.

You should check the second box if you owe restitution to an insurer or state agency (other than the Department of Labor & Industries) and would like it to be waived. This would eliminate all remaining restitution (the initial amount imposed and interest) in your case.

You should check the third box if you would like restitution interest that was added to the original amount ordered (accrued) while you were in jail or prison to be waived.

- ☐ **Waiver of LFOs.** Because the defendant is unable to pay, all discretionary LFOs, except restitution, are waived. RCW 7.68.035(5) (includes Crime Victims Penalty Assessment); RCW 9.94A.6333(3)(f); RCW 10.01.160(3), (4) (relating to costs); RCW 10.01.180(5); RCW 36.18.190. The following LFO's are **NOT** waived: _____
- ☐ **Waiver of Restitution Owed to an Insurer or State Agency.** Because the defendant is unable to pay and owes restitution to an insurer or state agency (other than the Department of Labor & Industries), the restitution owed is waived. RCW 3.66.120; RCW 9.94A.750, .753; RCW 9.92.060, 760; RCW 9.95.210.
- ☐ **Waiver of Restitution Interest During Total Confinement.** Because the defendant has been released from total confinement and is unable to pay, all restitution interest accrued during the defendant's period of confinement is waived. RCW 10.82.090(3).
- ☐ **Waiver of Appellate and/or Other Costs.** The court waives costs, including appellate costs, if applicable. RCW 10.73.160(4); 10.01.160(4).

3. Process for Paying Any LFOs That Will Remain

You should fill out this section if you filled out Section 3 in the Petition (also titled "Process for Paying Any LFOs That Will Remain").

The Court finds:

Instructions: You should fill out this section if your only source of income is Social Security benefits, child support payments, or benefits from the Department of Veterans Affairs. Please indicate which type of benefits you receive.

- ☐ **Protected Source of Income.** The defendant's only source of income is:
- ☐ Social Security benefits (retirement, disability, etc.); 42 U.S.C.A. § 407
 - ☐ Child support payments; RCW 6.15.010
 - ☐ Benefits from the Department of Veterans Affairs; 38 U.S.C.A. § 1562

The Court orders:

You should check the first box below if you requested additional time to pay your LFOs in Section 4 of the Petition. Please fill in the monthly payment amount you included in your petition.

You should check the second box if your only source of income is from Social Security (retirement, disability, etc.), child support payments, or Department of Veterans Affairs payments. In this situation, you will continue to owe your LFOs, but the Court will not require you to make payments or send your account to collections. In the future, if you receive income from another source, you will be required to pay your remaining LFOs.

Instructions for Judges: If a defendant's only source of income is from Social Security, child support, or the Department of Veterans Affairs, federal law and caselaw prohibit the Clerk from taking any active efforts to collect that money. City of Richland v. Wakefield, 186 Wn.2d 596, 607, 380 P.3d 459, 465 (2016).

- ☐ **Additional Time and Payment Plan.** The defendant shall be placed on a payment plan through the Clerk for all remaining LFOs. Payments shall be made directly to the Clerk. The defendant shall pay \$_____ per month. RCW 9.94A.6333(3)(f); RCW 10.01.170(1); RCW 10.01.180(5).
- ☐ **Payment through Community Service.** All discretionary LFOs that are not restitution are converted to community restitution hours through a community restitution program at the rate of \$_____ per hour for each hour of community restitution, if available. RCW 9.94A.6333(3)(f); RCW 10.01.180(5); RCW 46.63.190.
- ☐ **Protected Source of Income.** Because the defendant's only source of income is from a protected source, the Clerk shall not engage in any active efforts to collect any remaining LFOs. The Defendant shall not be required to make any LFO payments, the Clerk shall not mail the Defendant any LFO billing materials, and the Defendant's account shall not be sent to collections. *City of Richland v. Wakefield*, 186 Wn.2d 596, 607, 380 P.3d 459, 465 (2016).

4. Other Relief

If you asked for other relief in Section 5 of the Petition, please include the relief you asked for below.

The Court orders:

☐ _____

To be filled out by Judge:

Dated: _____ Judge _____

To be filled out by person filling out this form:
 Presented by:

 Signature of Defendant/Attorney WSBA No.

 Print Name

_____ Court of Washington, County of _____	
Petitioner / Plaintiff: _____	No. _____ Notice of Hearing (No mandatory form) Clerk's action required: 1 [] Need interpreter (language) _____
And Respondent / Defendant: _____	

Notice of Hearing

To the Court Clerk and all parties:

1. A court hearing has been scheduled:



for: _____ at: _____ (check one) [] a.m. [] p.m.
date time

at: _____ in _____
court's address room or department

docket / calendar or judge / commissioner's name

[] Online or phone: _____

2. The purpose of this hearing is (specify): _____
as requested by the (check one) [] Petitioner/Plaintiff [] Respondent/Defendant

► _____
Person asking for hearing signs here Print name here (and WSBA #, if lawyer) Date

I agree to accept legal papers for this case at (check all that apply):

[] the following address (this does **not** have to be your home address):

Street or mailing address city state zip

[] Email: _____