

# INSTRUCTIONS FOR COMPLETING THE ORDER TO PROCEED IN FORMA PAUPERIS

## HEADING

- a. Choose the type of court (County or District) in the drop-down below the first blank.
- b. Choose the county in the drop down box below the first blank. This is where you filed the Complaint or Petition.

IN THE \_\_\_\_\_ COURT OF \_\_\_\_\_ COUNTY, NEBRASKA  
(County or District) Choose the court Choose the county (county where original action filed)

- c. Check the box next to what kind of case this is

**NOTE: These checkboxes and names will NOT print on your completed form.**

Type of Case - Check only one:  Civil (includes divorce, child support, custody, modification, enforcement, etc.)  
 Emancipation The items in this box will NOT print on your form.

- i. For Civil Cases:

1. Enter the name of the plaintiff. If you are filing the original action, for example, if you are filing a dissolution of marriage or a paternity case, you are the plaintiff. If a case has already been filed, and this action is for a modification, or for enforcement of the order, put the name of the person who was listed as the plaintiff in the original case.
2. Enter the name of the defendant. If you are filing the original action, for example, if you are filing a dissolution of marriage case, your spouse is the defendant. In a paternity case, the child's other parent is the defendant. If a case has already been filed, put the name of the person who was listed as the defendant in the original case.

1. \_\_\_\_\_  
Plaintiff/Petitioner.

vs.

2. \_\_\_\_\_  
Defendant/Respondent.

- ii. For Emancipation Cases:

1. Enter your name. You are the petitioner.

IN RE EMANCIPATION OF:  
1. \_\_\_\_\_  
Petitioner.

- d. The clerk of the district court gave you a case number when you filed the Complaint or Petition. You must include the case number on any papers you file.

d. Case No. \_\_\_\_\_  
(case number assigned by clerk of court)

## BODY OF THE ORDER

**Note:** If you are filling in this form on-line, once you mark the box for “plaintiff”, “defendant”, “petitioner”, or for the blank line (and complete the blank line), enter the “type of case”, and enter the “county where filed” in the first area in the body of the order that asks for this information, the remaining areas where this information is repeated will automatically be entered.

- a. In the first blank, enter the name of the county where you are filing the action.
- b. Check the box next to “plaintiff”, “defendant”, “petitioner”, or the blank line (if the standard titles do not apply) that represents who you are in this case. This will match the title of the blank that your name is in on the heading.

of security and for an Order directing \_\_\_\_\_ County, a.  
(name of county where filed)

b.  Nebraska, to pay the  plaintiff's/  defendant's/  petitioner's/  
 \_\_\_\_\_ costs, fees, and other expenses related to this action.

The numbers below give instructions for completing the paragraphs with the same numbers in the Order.

Paragraph 1 and Paragraph 2 are the same:

- a. Check the box next to “plaintiff”, “defendant”, “petitioner”, or the blank line (enter the title if the standard titles do not apply) that represents who you are in this case.
- b. Enter the type of case that you are filing, for example, dissolution of marriage, paternity, modification of a parenting plan, enforcement of child support or parenting time.

a.  1. The  plaintiff/  defendant/  petitioner/  \_\_\_\_\_ b.  
brings this action to/for \_\_\_\_\_ in good faith.  
(Type of case being filed)

Paragraph 3: a. Check the box next to “plaintiff”, “defendant”, “petitioner”, or the blank line (enter the title if the standard titles do not apply) that represents who you are in this case.

a.  3. The  plaintiff/  defendant/  petitioner/  \_\_\_\_\_

Paragraph 5: a. Enter the name of the county in which you are filing this action.

- b. Check the box next to “plaintiff”, “defendant”, “petitioner”, or the blank line (enter the title if the standard ones do not apply) that represents who you are in this case

b.  5. The clerk of the district court of \_\_\_\_\_ County, a.  
(name of county where filed)

Nebraska, shall permit the  plaintiff's/  defendant's/  petitioner's/  
 \_\_\_\_\_ action to proceed without prepayment of fees,

Paragraph 6: a. Check the box next to “plaintiff”, “defendant”, “petitioner”, or the blank line (enter the title if the standard titles do not apply) that represents who you are in this case

6. The responsible officer of the court shall issue and serve all writs, process,  
and proceedings without cost to the  plaintiff/  defendant/  petitioner/  
 \_\_\_\_\_ a.

Paragraph 7: a. Enter the name of the county in which you are filing this action.

a.  7. \_\_\_\_\_ County, Nebraska, shall initially pay costs,  
(name of county where filed)

## FINAL SIGNATURE

The judge will date and sign the Order.