



## How to ask a court to cancel your non-restitution interest and/or reduce your LFOs

- 
- ❖ Read this only if a Washington state court has convicted you of a crime.
  - ❖ You can find all the fact sheets we link to here at [WashingtonLawHelp.org](https://www.washingtonlawhelp.org).
- 

### Part 1: Frequently Asked Questions

#### Should I read this?

Yes, if you were convicted of a crime in Washington State and you want to ask the court to cancel (waive) non-restitution interest that has built up and/or reduce the legal financial obligations (LFOs) that the court imposed on you at sentencing.

- 
- ❖ If you are no longer in “total confinement,” you are eligible to file these court forms. Total confinement means you are no longer in 24-hour custody of the Department of Corrections. If you are in work release or on community custody (“on paper”), you are in partial confinement, so you are eligible to file this petition.
- 

#### What can I ask the court to do to reduce my LFOs?

You can make 3 types of requests to reduce your LFOs:

- 1. If you were sentenced before June 7, 2018**, you can ask the court to waive all of the 12% interest accrued on your LFOs that is not for victim restitution. The court is required to waive that interest if you properly fill out, file in the clerk’s office, and deliver your court forms to the prosecutor’s office.
- 2. If you cannot afford to pay your LFOs**, meaning it is a “manifest hardship” on you or your family to pay your LFOs, you can ask the court to waive or reduce your non-restitution LFOs.

- 3. Once you have paid your victim restitution in full**, you can ask the court to reduce the interest that has been added on to that that restitution.

You also can ask the court to change your payment plan and/or convert some of your LFOs to community service, usually at minimum wage.

This packet has instructions and the required forms (“Petition” and “Order”) to make these written requests.

**You must fill out one petition packet for each separate conviction you have in that county.** That way, if the court sees a problem with one of your petitions, the court can still rule on the other petitions.

If you don’t feel you can do this by yourself, you can apply for a lawyer to help you.

## Get Legal Help

- **Apply online** with [CLEAR\\*Online](https://nwjustice.org/apply-online) - [nwjustice.org/apply-online](https://nwjustice.org/apply-online)
- **Facing a legal issue in King County** (other than Eviction or Foreclosure)? Call 2-1-1 (or toll-free 1-877-211-9274) weekdays 8:00 am - 6:00 pm. They will refer you to a legal aid provider.
- **Facing a legal issue outside of King County** (other than Eviction or Foreclosure)? Call the CLEAR Hotline at 1-888-201-1014 weekdays between 9:15 am - 12:15 pm or apply online at [nwjustice.org/apply-online](https://nwjustice.org/apply-online).
- **Facing Eviction?** Call 1-855-657-8387.
- **Facing Foreclosure?** Call 1-800-606-4819.
- **Seniors (age 60 and over)** with a legal issue outside of King County can also call CLEAR\*Sr at 1-888-387-7111.

**Deaf, hard of hearing or speech impaired callers** can call any of these numbers using the relay service of your choice.

**Free interpreters provided.**

## Part 2: Summary of Steps

1. **Identify your case number(s)**, also called “cause” number, of every case in Washington in which you were convicted of a crime. Write down the number(s).

Here are some websites where you can find your case numbers, 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: [dw.courts.wa.gov](http://dw.courts.wa.gov). Search by your name.

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

- **For all other counties**, search by your name in the Washington Odyssey portal at: [odysseyportal.courts.wa.gov/ODYPORTAL](http://odysseyportal.courts.wa.gov/ODYPORTAL)
  - **For King County Superior Court**, do a name search at KC Script: [dja-prd-ecexap1.kingcounty.gov/?q=Home](http://dja-prd-ecexap1.kingcounty.gov/?q=Home)
  - **For King County District Court**, register for free at and check: [kcdc-efiling.kingcounty.gov/ecourt](http://kcdc-efiling.kingcounty.gov/ecourt). 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), [dja-prd-ecexap1.kingcounty.gov/?q=Home](http://dja-prd-ecexap1.kingcounty.gov/?q=Home)
  - **For Pierce County District Court**, go to: [piercecountywa.gov/882/District-Court-Records-Requests](http://piercecountywa.gov/882/District-Court-Records-Requests).
  - **For Spokane Superior and District Courts**, go to: [cp.spokanecounty.org/courtdocumentviewer/default.aspx](http://cp.spokanecounty.org/courtdocumentviewer/default.aspx)
2. **Figure out if your yearly income is above or below 125% of the federal poverty guideline, after taxes**, based on how many people live in your home: [aspe.hhs.gov/topics/poverty-economic-mobility/poverty-guidelines](http://aspe.hhs.gov/topics/poverty-economic-mobility/poverty-guidelines). This guideline changes every year.
  3. **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.

4. Call the clerk's office of the court in the county of your conviction.
  - **Ask the court clerk if a hearing is required for a "Petition re: Legal Financial Obligations."** If yes, ask the clerk if there is a specific date and time several weeks out to schedule the hearing. There may be a court calendar for post-conviction hearings. If one is required, check this box on the Petition and fill out the **Notice of Hearing**.
  - **Ask the court clerk if a "working" or "bench" copy of your Petition and Order for the judge is required**, and if so, how to do that. Every court has its own local rules about how and when to submit these copies. Some courts do not require this. You can read [What are Working Copies](#) to learn more.
  - **[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.
5. Once you have that information, you are ready to fill out the forms in this packet:
  - Petition re: Legal Financial Obligations
  - Order re: Legal Financial Obligations
  - Notice of Hearing (if required)
  - Proof of Service

See How to Fill Out the Court Documents for more information.

6. Sign and date the Petition and the Order using a black pen. If a hearing is required, put the hearing date and time. Decide on the date you will mail or hand deliver the forms to the clerk's office and the prosecutor's office. Put that date in Section 4 of the Petition.

7. Print the Petition and Order **single sided**. Make three **single-sided copies** of the original signed forms.
8. Go to the court clerk's office and file your original set of forms, including:
  - Petition re: Legal Financial Obligations
  - Order re: Legal Financial Obligations
  - Notice of Hearing
  - Certificate of Service
9. Ask the clerk to date stamp your three copies: (1) for the prosecutor's office; (2) for the judge, if required; and (3) a copy for yourself.
10. Serve one copy of your date-stamped court forms on the prosecutor in your criminal case. To do this, you or someone else age 18 or over must deliver a set of copies to the prosecutor's office in-person **or** by regular mail.
11. Fill out the **Proof of Service** form in this packet. The person who serves the prosecutor must sign the form.
12. If required, mail or deliver a date-stamped bench copy for the judge to the address that the clerk's office gave you.
13. Keep one set of date-stamped copies of everything you filed for yourself.
14. Check your email for a response from the clerk's office and your mail for a response from the prosecutor.
15. Go to the hearing, if required, and answer the judge's questions. You may be able to attend by phone or by Zoom. Show up early on the day of your hearing. If in person, allow for 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.
16. 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 for a date-stamped copy of the judge's order (also called "conformed" copy). Keep this copy in your important papers.

## Part 3: How to Fill Out the Court Documents

### Fill out the Captions

On the Petition, Order, Notice of Hearing, and Proof of Service, fill out the **Caption** at the very top of the first page. The Caption must be the same on all four forms.

- Print or type the name of the court. The court name on the first line in the caption will be Municipal, District, or Superior. District and Superior courts will be in the county. Municipal courts will be in the city. For example, the District Court in the County of Mason or the Municipal Court in the City of Seattle.
- Print or type the name of the Plaintiff. The Plaintiff should be listed on your J&S. It will either be the State of Washington or a city, like “City of Yakima.”
- Print or type your name as the Defendant.
- Print or type your date of birth.
- Print or type the case number. This is sometimes called a “cause number.”
- If you have a copy of your J&S, print or type your PCN/TCN or SID number. Don’t worry if you have to leave it blank.

### Fill out the Petition re: Legal Financial Obligations

Check the boxes that apply to your situation. Remember, you are signing this document under penalty of perjury. You must print or type all information.

**Section 1.** This section asks you about interest on your LFOs. It also gives you a chance to ask for a waiver or reduction of certain interest. The law treats interest on victim restitution differently than interest on other LFOs.

- **LFO Interest.** Were you sentenced in this case before June 7, 2018? If yes, 12% interest was added to your LFOs. You are entitled to a waiver of that interest if you fill out and submit this Petition and Order. Check the box asking the court to waive that interest. If no, you have no interest to request a waiver for, so do nothing.
- **Restitution Interest.** Do you owe restitution on this case? Have you paid your restitution off in full? If you have paid your restitution off in full, check

the box asking the court to reduce or waive the remaining interest on your restitution. If you have not paid off your restitution, do not check the box.

**Section 2. LFOs that are not restitution.** This section lets you ask the court to reduce or waive LFOs that are not restitution, if paying your LFOs creates “manifest hardship” on you or your family.

- **Remission or reduction.** Does paying your LFOs create a manifest hardship on you or your family, because of your financial and/or personal circumstances? If yes, check the box to ask the court to cancel or reduce your non-restitution LFOs, to the extent allowed by law.
- **Additional time.** Would you like to ask for a lower monthly payment amount and/or a different payment schedule? If yes, check the box.
- **Collections.** Were your LFOs sent to a private collection agency? If yes, check the box, asking the court to bring your account back to the court and waive all collection fees.
- **Community restitution.** Would you like the court to convert your non-restitution LFO amounts to community service hours, if the county where this case is has such a program? You will likely earn minimum wage per hour, which the court will apply to your non-mandatory LFOs.

**Section 3. Declaration.** This section lets you tell the court about that your financial and personal situation justifies a reduction or cancellation of some of your LFO debt. Remember, the law does not allow the court to get rid of all of your LFO debt.

- Have you paid your restitution in full? If yes, check the box.
- Are you indigent? Check the box that applies:
  - Do you get any of the public benefits listed on the petition? If yes, put the public benefits you get.
  - If you do not get any public benefits, is your annual income, after taxes, below 125% of the federal poverty guideline? This amount is based on the number of people in your household:  
[aspe.hhs.gov/topics/poverty-economic-mobility/poverty-guidelines](https://aspe.hhs.gov/topics/poverty-economic-mobility/poverty-guidelines). If yes, check the box.
  - Are you filling this petition out for someone who is involuntarily committed to a public mental health facility? If yes, check the box.

- If you do not get public benefits and your annual income is above 125% of the federal poverty guideline, after taxes, are your recurring basic living expenses more than your income? If yes, check the box.
- Are there other compelling circumstances that you make you unable to pay your LFOs? If yes, briefly describe. This may include if you have any disabilities or other barriers that keep you from paying your LFOs. **Examples:** you have been trying to make payments for years, but cannot make ends meet and still make payments to the court; you only finished the 8<sup>th</sup> grade, and have been unable to get a job that pays more than minimum wage; you are a single parent taking care of your elderly mother; and so on.
- Are you homeless? If yes, check the box.
- If above you said you did not want to do community service instead of paying your LFOs, briefly explain why. Try to be specific. **Examples:** you cannot afford to pay for childcare or transportation; you have two jobs; and so on.
- Have you paid your LFOs in a timely manner? If no, briefly explain why your lack of payment was not “willful,” which means you had the money to pay but chose not to. **Examples:** you work two minimum wage jobs that do not cover your recurring basic living expenses, you are unemployed and, despite looking, you cannot find a job, and so on.
- Do you have a copy of your LFO Accounting Summary? This is optional. If yes, check the box and attach it to the Petition.
- Would you like the court to hold a hearing about your Petition and do you want to attend that hearing? If yes, check the box and put how you will attend. Some counties do not require hearings or do not require you to be at the hearing.

**Section 4.** Decide which date you will file your *originals* in the superior court clerk’s office and mail, or hand deliver date-stamped copies of your Petition and Order to the prosecutor’s office and, if required, to the judge. Put that date here.

**Signature and Date.** On the bottom of the last page, put the place and date that you are signing this Petition. Then on the bottom left, sign and print your name, address, phone number, and email. There is no place to type or print that information, so just put it under your name and signature.

## Fill out the Order you want the judge to sign

This is the document you submit that matches the requests you made in your petition. Fill out the caption just as it appears on the Petition. You must print or type.

- Are you no longer in total confinement, meaning no longer in 24-hour custody of the Department of Corrections? If yes, check the box. If you are still in total confinement, do not submit the Petition and Order.
- Have you paid restitution in full? If so, check the box.
- Are you indigent? If you checked the box in the petition that (1) you get public benefits; (2) your income is less than 125% of the federal poverty guideline, or your income is more than 125% of the poverty guideline but your basic regular living expenses are more than your income, check this box.
- Are you homeless? If so, check this box.
- If you are homeless or you are not paying your LFOs because you don't have the money, check the box that the defendant's failure to timely pay LFOs was not willful.
- Did you ask for the opportunity for community restitution? Check the box.

Under "The Court orders:" check the boxes and/or fill in the requests that you made in the Petition. The order should be filled out the way that you want to judge to rule. If applicable, include the hearing date you received from the clerk's office.

At the end of the Order, sign and date on the **bottom left** signature line. Below that, print your name, address, phone number, and email address. There is no place to type or print that information, so just put it under your name and signature.

Leave the judge's signature line blank.

## Fill out Notice of Hearing, if required

If the clerk says a hearing is required, fill out the attached Notice of Hearing. Put the hearing information that the clerk's office gave you on this form. Sign and date it. Write or type your name and address at the bottom of the form.

## Fill out Proof of Service

Although in the Petition at paragraph 4 you wrote or typed in the date that you delivered your court forms to the prosecutor's office, fill out the attached Proof of Service, too.

The reason is because the Petition and Order forms are new and required, as of January 1, 2022. Some clerk's offices are not yet aware of them. And they may not realize that this information is also in the Petition.

After you fill out the Proof of Service, sign and date it. Write or type your name and address at the bottom of the form.

---

This publication provides general information concerning your rights and responsibilities. It is not intended as a substitute for specific legal advice.

© 2022 Northwest Justice Project — 1-888-201-1014.

(Permission for copying and distribution is granted to the Alliance for Equal Justice and to individuals for non-commercial purposes only.)

_____ <b>Court of Washington, County/City of</b> _____	
_____, Plaintiff,  vs.  _____, Defendant.                      DOB _____  PCN/TCN: _____  SID: _____	<b>No.</b>  <b>Petition re: Legal Financial Obligations (PT)</b>

**Petition re: Legal Financial Obligations**

*Use this form to request that your legal financial obligations (LFOs) be waived, reduced, pulled from collections, converted to community restitution hours, or to modify a payment plan.*

The undersigned requests that the sentencing court grant an order that will (check the boxes that apply):

**1. Interest** *(Check all that apply)*

- LFO Interest.** Waive all unpaid interest on my LFOs that are not restitution. (RCW 10.82.090(2)(a).)
- Restitution Interest.** I have paid the principal of my restitution in full. All that remains of my restitution obligation is interest. I ask that the court waive or reduce the remaining interest on my restitution as an incentive for me to pay my remaining LFOs. (RCW 10.82.090(2)(b).)

**2. LFOs that are not restitution** *(Check all that apply)*

- Remission or Reduction.** Waive or reduce all unpaid discretionary LFOs. (RCW 9.94A.6333(3)(f); RCW 10.01.160(4) (limited to costs); RCW 10.01.180(5); RCW 46.63.190.)
- Additional Time.** Grant me additional time to pay my unpaid LFOs. (RCW 9.94A.6333(3)(f); RCW 10.01.170(1); RCW 10.01.180(5); RCW 46.63.190.)

- Collection.** Remove my unpaid LFOs from collection and waive all collection fees. (RCW 19.16.500(1)(b); RCW 36.18.190.)
- Community Restitution.** Convert any unpaid discretionary LFOs that are not restitution to community restitution/service hours through a community restitution program. (RCW 9.94A.6333(3)(f); RCW 10.01.160(4) (limited to costs); RCW 10.01.180(5); RCW 46.63.190.)

**3. Declaration**

I am the defendant in the above action and declare that I have been released from total confinement on this matter: *(Check all that apply)*

- I have paid my restitution in full.
- I am indigent because:
- I am receiving one of the following types of public assistance: temporary assistance for needy families, aged, blind, or disabled assistance benefits, medical care services under RCW 74.09.035, pregnant women assistance benefits, poverty-related veterans' benefits, food stamps or food stamp benefits transferred electronically, refugee resettlement benefits, Medicaid (for example, Apple Health), or supplemental security income. (RCW 10.101.010(3)(a); GR 34(a)(3)(A).) I am receiving the following forms of public assistance:

---



---

- I am involuntarily committed to a public mental health facility. (RCW 10.101.010(3)(b).)
- I am receiving an annual income, after taxes, of 125% or less of the current federally established poverty level. (RCW 10.101.010(3)(c); GR 34(a)(3)(B).)
- I am receiving an annual income, after taxes, of more than 125% of the federally established poverty level but I have recurring basic living expenses making me unable to pay the LFOs imposed. (GR 34(a)(3)(C).) Details:

---



---



---

- Other compelling circumstances exist that demonstrate my inability to pay fees and/or charges. (GR 34(a)(3)(D).) Details:

---



---



---

I am homeless. (RCW 9.94A.6333(3)(d); RCW 9.94A.760(11); RCW 10.01.180(1)(c).)

I am not able to complete community restitution hours because:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have not paid my LFOs in a timely manner. However, my late payment(s) or failure to pay was/were not willful because:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**OPTIONAL:** I have attached my financial case history report from the court clerk.

I request:

the court rule without a hearing.

a hearing by  telephone  video conference  in court appearance.

**4.** I mailed or delivered this Petition, Declaration and proposed Order to the Court on *(date)* \_\_\_\_\_ and to the Prosecuting Attorney on *(date)* \_\_\_\_\_.

I declare under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.

Signed at *(city)* \_\_\_\_\_, *(state)* \_\_\_\_\_ on *(date)* \_\_\_\_\_.

\_\_\_\_\_  
Signature of Defendant

\_\_\_\_\_  
Print Name

Dated: \_\_\_\_\_

\_\_\_\_\_  
Defendant's Attorney/WSBA No.

\_\_\_\_\_  
Print Name

\_\_\_\_\_ Court of Washington, County/City of \_\_\_\_\_

\_\_\_\_\_,  
Plaintiff,

vs.

\_\_\_\_\_,  
Defendant.

DOB

PCN/TCN:

SID:

No.

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

**Clerk Action Required**

**Order re: Legal Financial Obligations**

This Court has considered the defendant's Petition re: Legal Financial Obligations (LFOs), pursuant to GR 39, the defendant's declaration, and any testimony, and has reviewed the relevant court records.

**The Court finds:**

- [ ] The defendant has been released from total confinement in this matter.
- [ ] The defendant has paid restitution in full and reducing interest on restitution would be an incentive for the defendant to pay other LFOs. RCW 10.82.090(2)(b).
- [ ] The defendant is indigent. RCW 10.101.010(3); RCW 9.94A.6333(3)(c); RCW 10.01.180(5); GR 34(a)(3); *State v. Blazina*, 182 Wn.2d 827, 839, 344 P.2d 827 (2015) (instructing courts to look to GR 34 for guidance concerning ability to pay).
- [ ] The defendant is homeless. RCW 9.94A.6333(3)(d); RCW 9.94A.760(11); RCW 10.01.180(1)(c).
- [ ] The defendant's failure to timely pay LFOs was not willful. RCW 9.94A.6333(3)(c); RCW 10.01.180(5).
- [ ] The defendant [ ] has [ ] has not requested the opportunity for community restitution.
- [ ] Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**The Court orders:**

[ ] **LFO Interest.** All interest that is not restitution on the defendant's LFOs is waived. RCW 10.82.090(2)(a).

[ ] **Restitution Interest Waiver.** Because the defendant has paid restitution in full and reducing interest on restitution would be an incentive for the defendant to pay other LFOs, all restitution interest is waived. RCW 10.82.090(2)(b).

[ ] **Restitution Interest Reduction.** Because the defendant has paid restitution in full and reducing interest on restitution would be an incentive for the defendant to pay other LFOs, restitution interest is reduced to \_\_\_\_\_. RCW 10.82.090(2)(b).

[ ] **Remission.** All discretionary LFOs that are not restitution, including all costs or fees attendant to private debt collection efforts, are waived. RCW 9.94A.6333(3)(f); RCW 10.01.160(3), (4) (relating to costs); RCW 10.01.180(5); RCW 46.63.190; RCW 36.18.190. The following mandatory LFOs shall remain:

\_\_\_\_\_  
\_\_\_\_\_

[ ] **Reduction.** RCW 9.94A.6333(3)(f); RCW 10.01.180(5). All discretionary LFOs that are not restitution are reduced as follows:

\_\_\_\_\_  
\_\_\_\_\_

[ ] **Community Restitution.** 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. RCW 9.94A.6333(3)(f); RCW 10.01.180(5); RCW 46.63.190.

[ ] **Additional Time.** RCW 9.94A.6333(3)(f); RCW 10.01.180(5); RCW 10.82.090(2)(b); RCW 10.01.170; RCW 46.63.190. All remaining LFOs may be paid according to the following schedule:

Next payment due date: \_\_\_\_\_

Minimum monthly payment: \_\_\_\_\_

Payments shall be made to: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

[ ] **Collection.** The remaining LFOs are removed from a third-party collection agency and payments shall now be made to the Clerk's Office. RCW 36.18.190.

[ ] A review hearing is set for (date) \_\_\_\_\_

[ ] **Other** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Dated:** \_\_\_\_\_

\_\_\_\_\_  
Judge

Presented by:

---

Signature of Defendant/Attorney WSBA No.

---

Print Name

\_\_\_\_\_ COURT IN THE STATE OF WASHINGTON  
IN THE COUNTY/CITY OF \_\_\_\_\_

Plaintiff: \_\_\_\_\_

No. \_\_\_\_\_

vs.

**NOTICE OF HEARING**

Defendant: \_\_\_\_\_

Clerk's action required

TO: ALL PARTIES, THEIR COUNSEL, AND THE CLERK OF THE COURT

PLEASE NOTE the above cause for hearing at the following time:

DATE: \_\_\_\_\_

TIME: \_\_\_\_\_

JUDGE: \_\_\_\_\_

PLACE: \_\_\_\_\_

MATTER: Petition re: Legal Financial Obligations

DATED \_\_\_\_\_

\_\_\_\_\_  
Signature

Print Name and Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ COURT IN THE STATE OF WASHINGTON  
IN THE COUNTY/CITY OF \_\_\_\_\_

Plaintiff: \_\_\_\_\_

No. \_\_\_\_\_

vs.

**PROOF OF SERVICE**

Defendant:  
\_\_\_\_\_

I, (*name*) \_\_\_\_\_, declare under penalty of perjury, that I am  
18 or older. On (*date*) \_\_\_\_\_, I served a true copy of the **Petition and Order**  
**re: Legal Financial Obligations** by personal service to:

**Prosecuting Attorney** for \_\_\_\_\_ County

At (*address*) \_\_\_\_\_

Dated \_\_\_\_\_

\_\_\_\_\_  
Signature

Print Name and Address:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_