Instructions for completing
Application for Waiving Fee
(NHJB-2314-P)

Form use

This form is used when a party is requesting the court to waive a fee. It could be a filing fee, default fee or a citation fee.

Top part of form

- Check the box that applies to the fee that you want the court to waive.
- **COURT NAME:** Enter the name of the county probate court where the document will be filed. (example: Belknap County Probate Court; Rockingham County Probate Court).
- **CASE NAME:** Enter the name of the case. (example: Estate of John Q. Adams or Guardianship of Susan Jones).
- **CASE NUMBER**: Leave blank if not yet assigned by court OR fill in case number if it is known.

Numbered part of form

1. Enter the name of the **person** who is requesting that the fee be waived.
2. Enter the name of the **document** being filed for which you want the fee waived (example: petition for guardianship, estate account)
3. Enter the **amount** of the fee to be waived.
4. Write the reasons why the fee should be waived.

Signature section

Sign the form on the **Signature of person making request** line, and date it in the appropriate space to the left.

Order

This section will be completed by the judge once the document is filed with the court and reviewed in detail by the judge.

Review the completed form for accuracy prior to filing it with the court. If completing this form on-line, some fields may be filled in automatically based on entries in other fields. If more space is needed for any question, please attach additional sheets of paper.