

STATE OF NEW MEXICO  
COUNTY OF BERNALILLO  
SECOND JUDICIAL DISTRICT COURT

\_\_\_\_\_, Petitioner(s)

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

IN THE MATTER OF THE KINSHIP GUARDIANSHIP OF  
\_\_\_\_\_,<sup>1</sup> (a) Child(ren) (*use initials only*), and concerning  
\_\_\_\_\_, Respondent #1,  
\_\_\_\_\_, Respondent #2.

**APPLICATION FOR FREE PROCESS AND AFFIDAVIT OF INDIGENCY**

I request that the court enter an order permitting me to file this case without prepayment of fees and costs and give upon my oath or affirmation the following statement.

My marital status is: Single \_\_\_\_\_ Married \_\_\_\_\_ Divorced \_\_\_\_\_ Separated \_\_\_\_\_ Widowed \_\_\_\_\_

I request interpretation services: \_\_\_\_\_ yes \_\_\_\_\_ no (If yes, please describe what you need)

**INFORMATION ABOUT MY FINANCES (check all that apply to you and fill in the blanks):**

**A. PUBLIC ASSISTANCE**

\_\_\_\_\_ I do not receive public assistance. (If you check this blank, go directly to Section B  
EMPLOYMENT/UNEMPLOYMENT).

\_\_\_\_\_ I currently receive the following public assistance in \_\_\_\_\_ County (please check all  
applicable public assistance programs):

\_\_\_\_\_ Temporary Assistance for Needy Families (TANF)

\_\_\_\_\_ Food Stamps

\_\_\_\_\_ Medicaid

\_\_\_\_\_ General Assistance (GA)

\_\_\_\_\_ Supplemental Security Income (SSI)

\_\_\_\_\_ Social Security Disability Income (SSDI)

\_\_\_\_\_ Public Housing

\_\_\_\_\_ Disability Security Income (DSI)

\_\_\_\_\_ Department of Health Case Management Services (DHMS)

\_\_\_\_\_ Other (please describe \_\_\_\_\_)

**B. EMPLOYMENT/UNEMPLOYMENT**

\_\_\_\_\_ I am currently unemployed and have been unemployed for \_\_\_\_\_ months in the past year.  
I am unemployed because \_\_\_\_\_.

\_\_\_\_\_ I receive unemployment benefits in the amount of \$ \_\_\_\_\_ per month.

\_\_\_\_\_ I have no income because I am unemployed.

\_\_\_\_\_ I am employed. I am paid \$ \_\_\_\_\_ per hour and work \_\_\_\_\_ hours per week.

My employer's name, address and phone number is:

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\_\_\_\_\_ I am married, and my spouse is unemployed and has been unemployed for \_\_\_\_\_ months in the past year because \_\_\_\_\_

\_\_\_\_\_ My spouse receives unemployment benefits in the amount of \$ \_\_\_\_\_ per month.

\_\_\_\_\_ I am married, and my spouse is employed. My spouse is paid \$ \_\_\_\_\_ per hour and works \_\_\_\_\_ hours per week.

My spouse's employer's name, address and phone number is:

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**C. OTHER SOURCES OF INCOME (Check all that apply)**

\_\_\_\_\_ I have income from another source not mentioned above.

\_\_\_\_\_ Child Support \$ \_\_\_\_\_  
\_\_\_\_\_ Alimony \$ \_\_\_\_\_  
\_\_\_\_\_ Investments \$ \_\_\_\_\_  
\_\_\_\_\_ Community property from my spouse \$ \_\_\_\_\_  
\_\_\_\_\_ Other \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ I do not have any other sources of income.

\_\_\_\_\_ I am married, and my spouse has income from another source not mentioned above.

\_\_\_\_\_ Child Support \$ \_\_\_\_\_  
\_\_\_\_\_ Alimony \$ \_\_\_\_\_  
\_\_\_\_\_ Investments \$ \_\_\_\_\_  
\_\_\_\_\_ Other \_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ Other \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ I am married, and my spouse does not have any other sources of income.

\_\_\_\_\_ Another adult contributes to household income in the following amount: \$ \_\_\_\_\_.

**D. OTHER ASSETS (Please list other assets owned by you or your spouse that can be turned into cash. Do not include money you have in retirement accounts):**

Cash on hand \$ \_\_\_\_\_  
Bank accounts \$ \_\_\_\_\_  
Stocks/bonds \$ \_\_\_\_\_  
Income tax refund \$ \_\_\_\_\_  
Other assets (describe below): \$ \_\_\_\_\_

IF YOU DO NOT HAVE ACCESS TO YOUR OWN OR YOUR SPOUSE'S INCOME OR ASSETS,  
EXPLAIN WHY.

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**E. MONTHLY EXPENSES**

House Payment/Rent	\$ _____
Utilities	\$ _____
Telephone	\$ _____
Groceries (after food stamps)	\$ _____
Car Payment(s)	\$ _____
Gasoline	\$ _____
Insurance	\$ _____
Child Care	\$ _____
Student and Consumer Loans	\$ _____
Court-ordered family support obligations	\$ _____
Other court-ordered payments	\$ _____
Medical expenses	\$ _____
Other _____	\$ _____

**F. HOUSEHOLD**

I live at \_\_\_\_\_,

and the head of the household is \_\_\_\_\_,

Other than myself, the other members of the household are:

<u>Name</u>	<u>Age</u>	<u>Employment</u>	<u>I Support</u>
_____	_____	_____	( )
_____	_____	_____	( )
_____	_____	_____	( )
_____	_____	_____	( )
_____	_____	_____	( )

*This statement is made under oath. I hereby state that **the above** information regarding my financial condition is correct to the best of my knowledge. I hereby authorize the Court to obtain information from financial institutions, employers, relatives, the federal internal revenue service and other state agencies. If at any time the Court discovers that information in this application for free process was false, misleading, inaccurate, or incomplete at the time the application was submitted, the Court may require me to pay for any costs or fees that were waived under an order of free process that was granted based on the information in this application.*

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_Petitioner \_\_\_\_\_Respondent

\_\_\_\_\_(Pro Se) \_\_\_\_\_Pro Se

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City, State, Zip Code)

\_\_\_\_\_  
(Telephone)

State of \_\_\_\_\_ )  
\_\_\_\_\_) ss  
County of \_\_\_\_\_ )

Signed and sworn to (or affirmed) before me on \_\_\_\_\_ (date) by \_\_\_\_\_  
(name of applicant).

\_\_\_\_\_  
Notary  
My commission expires: \_\_\_\_\_

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\_\_\_\_\_,<sup>1</sup> (a) Child(ren) (*use initials only*), and concerning

\_\_\_\_\_, Respondent #1,

\_\_\_\_\_, Respondent #2.

**ORDER ON APPLICATION FOR FREE PROCESS**

**THIS MATTER** having come before the court on [ ] Petitioner's [ ] Respondent's application for free process and affidavit of indigency, and the court being otherwise advised in the premises,

FINDS that:

[ ] the applicant is entitled to free process in accordance with Rule 23-114 (B)(2)NMRA.

[ ] the applicant receives public assistance and is, therefore, entitled to free process.

[ ] the applicant's annual gross income does not exceed \_\_\_\_\_ percent of the federal poverty guidelines, and the applicant is, therefore, entitled to free process.

[ ] the applicant's annual gross income exceeds \_\_\_\_\_ percent of the federal poverty guidelines, but the applicant is not reasonably able to pay fees or costs and is, therefore, entitled to free process.

[ ] on the basis of the applicant's available funds or annual income, the applicant is not entitled to free process.

**THE COURT ORDERS** that:

[ ] the applicant receives State assistance and therefore, the Court Clerk is directed to issue an

Order of Reference to the Child Support Hearing Officer Division. The Child Support Enforcement Division is granted leave to intervene.

☐ the filing fee is waived.

☐ the filing fee is waived except for the \$\_\_\_\_\_ alternative dispute resolution (ADR) fee.

☐ the applicant is granted free service of process by the Sheriff in Bernalillo County, New Mexico for 1 2 3 4 5 or \_\_\_\_\_ summons(es), provided that the applicant first attempts service by certified mail pursuant to Rule 1-004 NMRA.

☐ the applicant is granted free service of process by the Sheriff in Bernalillo County, New Mexico of a temporary restraining order or \_\_\_\_\_.

☐ the applicant is to pay the filing fee on \_\_\_\_\_, 20\_\_\_\_.

☐ interpretation services shall be provided to the applicant.

☐ free process is denied.

☐ Other: \_\_\_\_\_.

**Unless specifically granted above, this order of free process does not include** the following costs: jury fees, certification fees, subpoena fees for witnesses, witness fees for hearings or trials, mailings, long distance charges, transcripts for appeals or record proper, duplication fees for audiotapes or compact discs, copy charges, publication fees, or facsimile services. Application for all other costs are to be made to the judge assigned to your case. If the applicant prevails in this law suit and collects money by judgment or settlement, the court is to be reimbursed for any waived costs. ***This order is subject to revision, modification or rescission by the judge assigned to your case.***

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DISTRICT JUDGE