

The Statement of Inability to Afford Payment of Court Costs (SOI) Form

To watch an instructional video about completing the SOI form, [click here](#).

Below are some things to keep in mind when completing the SOI form.

- Read the SOI form carefully and completely. This form is a legal document that you will file with the court. At the end of the form, you must swear under penalty of perjury that everything you wrote down in the form is true and correct.
- On page 2, the “Your Information” page should be filled out by a person who (1) is an occupant of the property, (2) is over 18 years old, and (3) who will file the SOI form on behalf of the household, 5 calendar days from the date of the eviction judgment.
- On page 3, if you have dependents under 18 years old, you may wish to use their initials because they are minors. You may list any dependent, regardless of their age.
- Unless you live alone, the SOI form should be filled out on behalf of your household. For example, on pages 5–6, you will be asked about your take-home pay and monthly income sources. Read through the various options. Make sure to include the income of your spouse (if any), the income of people in your household other than your spouse (if any), and any other applicable income sources for your total monthly income.
- On page 7, regarding the value of your assets or property, “the value is the amount the item would sell for less the amount you still owe on it, if anything.” So, for example, if you are making payments on a vehicle, put down the amount that you have paid down to date (example: you are paying on a vehicle that is worth \$10,000, and you still owe \$4,000 in payments towards the vehicle, the value of your vehicle would be \$6,000). If you own your vehicle outright (under your name), google the make/model/year of your vehicle to determine how much you could sell it for and include that amount on the form.
- On page 8, even if you haven’t paid your rent, it is okay to put your monthly rent amount as a monthly expense.
- It’s always a good idea to call your Justice of the Peace Court to ask how they accept the filing of the SOI. You can find a list of the Justice of the Peace Court Registry numbers and constable information [here](#). **Regardless of how the court will accept the filing of the SOI, the SOI form must be filed with the court within 5 calendar days of your eviction judgment.**

Disclaimer: These instructions are for informational purposes only and do not themselves constitute legal advice.