

Request for Waiver and Affidavit
SC Administrative Law Court
1205 Pendleton St., Suite 224, Columbia, SC 29201

Name of Requestor

Address

Home Phone

Office or Cell Phone

City

State

Zip

I, _____ (your name), being duly sworn, state that I am requesting a hearing before the Administrative Law Court and that as shown on the **attached Financial Statement**, I do not have the funds available to pay the costs of filing this action. Therefore, I request that the filing fee associated with this action be waived.

Signature of Requestor

Sworn to before me this

_____ day of _____, 20_____

Notary Public of South Carolina

My Commissions expires: _____

The section below to be completed by the Court

ORDER by the Court:

_____ Fee Waived (The action will be processed and assigned to a Judge.)

_____ Waiver Denied (The filing fee must be paid within 10 days of the receipt of this order.)

Ralph K. Anderson, III
Chief Judge

Date

Instructions - If you believe you are financially unable to pay the required filing fee in order to file a case with the Administrative Law Court, you will need to complete the Request for Waiver and Affidavit form and the Financial Statement form. (See ALC Rule 71). These forms must be completed in their entirety and must be signed by you and notarized by a Notary Public of South Carolina. The completed forms should be mailed to the Administrative Law Court at the address on the top of the forms, along with all of your documentation for filing your case. The Chief Judge will review your forms, and at his discretion, will either grant or deny your request to waive the filing fee. You will be notified in writing of his decision. If you have any questions regarding these forms, you may contact the Clerk's Office at (803) 734-0550.