# FINANCIAL DECLARATION FORM INSTRUCTIONS

(Rules Proc. of State Bar, rule 5.130(B).)

If a motion for relief from or extension of time to pay costs is based on financial hardship, a completed Financial Declaration in Support of Motion for Relief From or Extension of Time to Pay Disciplinary Costs must be attached to the motion (see rule 5.130(B), Rules Proc. of State Bar.)

1. In Upper Left-Hand Corner of page 1: Type or Print name, address, and telephone number.

2. In Caption: Check appropriate venue and type or print name, State Bar member number, and case number(s).

3. Top of page 2, 3, and 4: Type or print case name and number.

4. If you are receiving any of the financial assistance listed in item 1, complete only item 1 and go directly to bottom of page 4 and date document, type or print name, and sign name.

5. If you are not receiving any of the listed financial assistance, complete items 2-8 and date document, type or print name, and sign name on bottom of page 4.

6. Attach the completed financial declaration to the motion for relief from or extension of time to pay costs. The original and one copy of the motion and financial declaration must be filed with the State Bar Court at:

   State Bar Court of California
   1149 South Hill Street, 5th Floor
   Los Angeles, CA 90015-2299
   (213) 765-1400
   or
   State Bar Court of California
   180 Howard Street, 6th Floor
   San Francisco, CA 94105-1639
   (415) 538-2050

7. A copy of the motion and financial declaration must be served on the designated deputy trial counsel at:

   Office of the Chief Trial Counsel
   State Bar of California
   1149 South Hill Street
   Los Angeles, CA 90015-2299
   or
   Office of the Chief Trial Counsel
   State Bar of California
   180 Howard Street
   San Francisco, CA 94105-1639