

FINANCIAL DECLARATION FORM INSTRUCTIONS

(Rules Proc. of State Bar, rules 5.26, 5.130(B) & 5.138.)

If a motion for relief from or extension of time to pay costs and/or monetary sanctions is based on financial hardship, a completed Financial Declaration in Support of Motion for Relief From or Extension of Time to Pay Disciplinary Costs and/or Monetary Sanctions must be attached to the motion (see Rules Proc. of State Bar, rules 5.130(B) & 5.138.)

1. In Upper Left-Hand Corner of page 1: Type or print name, address, telephone number and email address.
2. In Caption: Check appropriate venue and type or print name, State Bar license 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 the 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. The completed financial declaration must be submitted with the motion for relief from or extension of time to pay costs and/or monetary sanctions. The motion and financial declaration must be submitted to the State Bar Court electronically or by U.S. mail. If submitted by U.S. mail, the original and two copies of the motion and financial declaration must be addressed to the court as follows:

State Bar Court of California
845 S. Figueroa Street, 3rd Fl.
Los Angeles, CA 90017-2515
(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 electronically or by U.S. mail on the designated deputy trial counsel addressed as follows:

Office of Chief Trial Counsel
State Bar of California
845 S. Figueroa Street
Los Angeles, CA 90017-2515

or

Office of Chief Trial Counsel
State Bar of California
180 Howard Street
San Francisco, CA 94105-1639