



The State Bar Court of California

180 Howard Street, San Francisco, CA 94105

845 South Figueroa Street, Los Angeles, CA 90017

APPLICATION FOR WAIVER OF TRANSCRIPT PREPARATION COSTS

INSTRUCTIONS AND REQUIREMENTS

Effective February 17, 2026

If you are unable to afford the cost of having a transcript prepared as required to file a request for review pursuant to rule 5.151 of the Rules of Procedure, you may request a waiver of transcript preparation costs by completing and submitting the **Application for Waiver of Payment of Transcript Preparation Costs**. This application is governed by **rule 1311 of the Rules of Practice of the State Bar Court**.

1. **Eligibility:** Any litigant whose gross annual individual income from all sources is below the threshold set in rule 2.15 of the Rules of the State Bar, governing license fee scaling, may request a waiver of the transcript preparation costs. The income threshold is currently set at \$60,478.35.
2. **Submission:** The application for a waiver of the transcript preparation costs must be submitted to the Review Department at the same time as the request for review, but as a separate submission. The application for a waiver **must** be submitted on the form available on the court's website. The application for a waiver of transcript preparation costs **should not be served** on other parties in the case (e.g., the Office of Chief Trial Counsel) regardless of the service requirements for the request for review.
3. **Confidentiality:** The application and the information in it will be kept confidential. However, the fact that a litigant has applied for a fee waiver, and the court's determination to grant or deny the waiver, will not be confidential.
4. **Documentation:** A litigant applying for a waiver of transcript preparation costs must submit either a copy of their most recent Tax Return Form 1040 or 1040A and any schedules, or, if no tax return has been filed within the previous two years, a completed Attachment A - Transcript Cost Waiver Financial Declaration on the form available on the court's website. After the waiver application has been submitted, the court may, in its discretion, request additional documentation.
5. **Determination:** If the court grants the application for waiver and the request for review meets all other filing requirements, the request for review will be with the filing date set as the date the request for review was submitted. If the court denies the application for waiver, payment of the filing fee is due within ten days of service of the court's order denying the application. The applicant may request an extension of time to pay pursuant to subparagraph (a)(2)(B) of rule 1311 of the Rules of Practice. If payment is not received within the ten days and there is no motion for extension of time, the request for review shall be dismissed with prejudice.

6. **Review:** The order granting or denying the waiver will be served on all parties to the case. Within 15 days of service, any party may file a motion to revoke the order granting the waiver. Any response to the motion must be filed within ten days after the motion is served. The Presiding Judge will rule on the motion, and the Presiding Judge's determination is the final ruling in the State Bar Court.