

Dear LFO Client,

Thank you for your interest in The STAR Project's Pro Se LFO paperwork.

It is important to note:

- The STAR Project does not have any lawyers on staff, and cannot provide legal advice.
  - a. If you need legal advice, we recommend contacting CLEAR services (a Northwest Justice Project pro bono service) at 1-800-201-1014.
- Pro Se paperwork is designed for the defendant to fill out, on their own, without a lawyer.
- **Before you attempt to fill out any LFO paperwork**, you will need the following documents:
  - 1) A copy of your LFOs from **each** of your convictions. This can be obtained through the Court Clerk's office in the county of your conviction(s).
    - a. This paperwork will need to show the breakdown of your LFOs. For example, it should tell you "\$750 attorney fees, \$500 crime victims compensation fund," etc. You will also need to know how much interest has accrued on your fines.
  - 2) A copy of all LFO payments you have made to date.
  - 3) Proof that you are below the federal poverty line (pay stubs from employment, stubs showing that you have SSI or SSDI income, food benefit paperwork, etc.)

Within your paperwork packet, you will find the following 4 documents:

- 1) LFO Checklist – this document describes the difference between discretionary LFOs (such as attorney fees) and non-discretionary LFOs (such as restitution), describes how to fill out the paperwork, and describes the federal poverty guidelines.
- 2) Notice of Hearing – paperwork filed with the Court Clerk to request a hearing to discuss your LFOs.
- 3) Declaration of Defendant – paperwork filed with the Court Clerk to state that you were a defendant in a Superior Court case, and you have unpaid LFOs that you would like to be reviewed.
- 4) Motion to Remit Legal Financial Obligations – paperwork filed with the Court Clerk that describes exactly how many LFOs you have, including the breakdown of your fines, and asks the court to remit (reduce or remove) your LFOs.

It is also important to note:

- The Pro Se paperwork can only be used in Superior Court cases in Washington State.
- You will need a packet for **each** Superior Court case in which you were a defendant. If you had 12 convictions in Walla Walla County, you will need 12 copies of the STAR LFO paperwork.
- Each packet, once filled out, will need to be filed at the Court Clerk's office in the county of your conviction.
- The Pro Se paperwork cannot be used for traffic fines or tickets.
  - If you cannot pay traffic fines/tickets, it is recommended that you petition the court to be allowed to use community service hours in lieu of payment.

Additional copies of the STAR LFO paperwork can be obtained at the STAR office or on our website at: <http://www.thestarproject.us/publications.html>.

All the Best,

Becky Turner  
Executive Director  
The STAR Project