

1 Attorney(s) name(s) and state bar number  
Law Firm  
2 Address  
3 Telephone number  
4 Facsimile number  
5 E-mail address

6 Attorney(s) for [Protestant/Respondent]

7  
8 **SAMPLE APPLICATION FOR FEE WAIVER**

9 STATE OF CALIFORNIA

10 NEW MOTOR VEHICLE BOARD

11  
12 In the Matter of the Protest of

**Protest No. (leave blank)**

13 **NAME OF DEALERSHIP/FRANCHISEE,**

14 Protestant,

**APPLICATION FOR FEE WAIVER**

15 v.

16 **NAME OF MANUFACTURER/DISTRIBUTOR,**

17 Respondent.  
18

19 I, [enter your entity's name], do hereby apply to the New Motor Vehicle Board for a waiver of the  
20 filing fee in the above-entitled matter. The specific facts that justify such waiver are as follows:

21 **(Fill in facts)**

22 I declare under penalty of perjury under the laws of the State of California that the foregoing is  
23 true and correct.

24 Executed at [enter city], California.

Dated: [enter date]

25  
26 \_\_\_\_\_  
27 **PRINT OR TYPE NAME**

26 \_\_\_\_\_  
27 **SIGNATURE**

1                                   **ORDER ON APPLICATION FOR WAIVER OF BOARD FILING FEES**

2 Good cause appearing, it is hereby ordered that the application is granted and the applicant is permitted to  
3 file the above-designated pleading without payment of the Board filing fee as required by Title 13,  
4 California Code of Regulations, section 553.40.

5 DATED: \_\_\_\_\_

NEW MOTOR VEHICLE BOARD

6 \_\_\_\_\_  
7 EXECUTIVE DIRECTOR  
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23 **DISCLAIMER:** This sample provides a basic means for drafting a document for filing with the  
24 Board, but the sample should not be mistaken as a substitute for personalized advice from a  
25 qualified attorney or other person sufficiently knowledgeable to represent parties before the  
26 Board. The Board strives to provide relevant, accurate and complete information. However, the  
27 Board cannot and does not warrant the relevancy, accuracy, completeness or propriety of the  
28 information provided in this sample.

Please contact Board staff at 916-445-1888 if you need procedural assistance with this matter.