



# ORDER ON APPLICATION FOR WAIVER OF COURT FEES (CIVIL)

IN THE STATE OF ILLINOIS, CIRCUIT COURT

COUNTY \_\_\_\_\_  
*County Where You Are Filing the Case*

Enter the case information as it appears on your other court documents.

PLAINTIFF/PETITIONER OR IN RE \_\_\_\_\_  
*Who Started the Case* *First, Middle, and Last Name or Business Name*

Case Number \_\_\_\_\_  
*(Clerk fills in)*

DEFENDANT/RESPONDENT \_\_\_\_\_  
*Who the Case Was Filed Against* *First, Middle, and Last Name or Business Name*

Your Name (applicant): \_\_\_\_\_  
*First Middle Last Name*



**STOP. DO NOT check any boxes or fill in any more blanks on this form.** The judge will complete the rest of the form.

The Court has reviewed the *Application for Waiver of Court Fees* and orders (check 1, 2, 3, or 4):

## 1. GRANTED – FULL WAIVER

The *Application for Waiver of Court Fees* is **granted**, effective on the date the *Application* was first filed. The applicant qualifies for a **full (100%) waiver** and may participate in this case without payment of fees, costs, or charges, because (check A, B, or C):

**A.** The applicant receives **means-based public benefits** under one or more of the following programs:

- SSI (Supplemental Security Income, not Social Security)
- AABD (Aid to the Aged, Blind and Disabled)
- TANF (Temporary Assistance to Needy Families)
- SNAP (Food Stamps)
- General Assistance (GA), Transitional Assistance, or State Children and Family Assistance

**- OR -**

**B.** The applicant's personal income is **125% or less of the current poverty level** as established by the U.S. Dept. of Health & Human Services and the applicant's non-exempt assets under [735 ILCS 5/12-901](#) and [735 ILCS 5/12-1001](#) are such that the applicant is unable to pay the fees, costs, or charges.

**- OR -**

**C.** Payments of fees, costs, and charges would cause **substantial hardship** for the applicant or their family.

**2. GRANTED – PARTIAL WAIVER**

The *Application for Waiver of Court Fees* is granted, effective on the date the *Application* was first filed. The court finds (*check one*):

- 75%** of all fees, costs, and charges are waived. The applicant **must pay 25%** of all fees, costs, and charges because the applicant's available income is more than 125% but not greater than 150% of the current poverty level.
- 50%** of all fees, costs, and charges are waived. The applicant **must pay 50%** of all fees, costs, and charges because the applicant's available income is more than 150% but not greater than 175% (50% waiver);
- 25%** of all fees, costs, and charges are waived. The applicant **must pay 75%** of all fees, costs, and charges because the applicant's available income is more than 175% but not greater than 200% (25% waiver);

**Income findings are based on the current poverty level** as established by the U.S. Dept. of Health & Human Services, and the applicant's non-exempt assets under [735 ILCS 5/12-901](#) and [735 ILCS 5/12-1001](#) are such that the applicant is unable to pay the fees, costs, or charges.

**Payment** (*check one*):

- The applicant must pay the fees, costs, and charges currently due by: \_\_\_\_\_  
*Month, Day, Year*
- Upon good cause shown, the applicant may make payments as follows (*describe deferral, installment plan, or other reasonable terms*):

\_\_\_\_\_  
\_\_\_\_\_

**3. CONTINUED – APPLICATION IS INCOMPLETE OR FACTUAL ISSUE**

*If the court determines that relevant sections of the Application are incomplete or there is a factual issue regarding the applicant's entitlement to a waiver, the applicant must be notified of the deficiencies and given the opportunity to amend the Application and/or be given a remote hearing in accordance with [Supreme Court Rule 45](#), unless the applicant requests an in-person hearing or will already be present in the courthouse on the date of the hearing.*

Relevant sections of the *Application* are incomplete or there is a factual issue about the applicant's eligibility for a fee waiver on the face of the *Application*.

The specific eligibility questions are:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The applicant must (*check all that apply*):

- A. File an updated (amended) Application** that includes the missing information listed above.

**B. Attend a court date.**

If a hearing is set, it must be set within **30 days** of the date the Application was filed ([735ILCS 5/5-105](#); [Illinois Supreme Court Rule 298](#)).

The Application for Waiver of Court Fees is **scheduled for court** on (check all that apply):

Date: \_\_\_\_\_ Time: \_\_\_\_\_  
*Month, Day, Year* *Include AM or PM*

**Remotely** (video or telephone option)

By video conference at: \_\_\_\_\_  
*Video conference website*

\_\_\_\_\_  
*Video conference log-in information, meeting ID, password, etc.*

By telephone at: \_\_\_\_\_  
*Call-in number for telephone remote appearance*

**In person** at: \_\_\_\_\_  
*Courtroom Address* *Courtroom Number*

If remote and in-person options are both checked, you may choose either option.

**C. Provide documents.** These documents will **not** be included in the public court file.

Provide documents at the hearing.

Submit documents before the hearing. Instructions about when and how to submit:

\_\_\_\_\_

Required documents are:

\_\_\_\_\_

\_\_\_\_\_

**4. DENIED - DOES NOT QUALIFY**

The Application for Waiver of Court Fees is **denied**. The applicant does not qualify for a fee waiver because (must state specific reason):

\_\_\_\_\_

\_\_\_\_\_

The applicant must pay all the fees, costs, and charges currently due by:

\_\_\_\_\_  
*Month Day, Year*



**If Application was granted, this order expires one year from the date of this order.** The applicant may reapply before or after the expiration date. Fees, costs, and charges included in this waiver are: filing, service of process, publication, mediation, guardian ad litem, and all other fees listed in [735 ILCS 5/5-105\(a\)\(2\)\(1\)](#).

**ENTERED:**

Judge: \_\_\_\_\_

Date: \_\_\_\_\_  
*Month, Day, Year*