

# Getting Started

## Application for Waiver of Court Fees

**IMPORTANT:** This getting started guide and the instructions are not legal advice. They are only meant to help you learn how to use the *Application for Waiver of Court Fees* forms. Your use of the forms does not guarantee you will be successful in court.

To learn how to fill out the forms and file them with the court, read the *How to Ask the Judge to Participate in a Court Case for Free or at a Reduced Cost* instruction sheet and the instructions on the forms.

<b>Names of the forms:</b>	<ul style="list-style-type: none"><li>• <i>Application for Waiver of Court Fees</i></li><li>• <i>Order for Waiver of Court Fees</i></li></ul>
<b>Purpose of the forms:</b>	To ask the court to let you participate in a court case for free or at a reduced cost.
<b>Types of cases the forms CAN be used for:</b>	All civil cases. For example, divorce cases, family cases, eviction cases, small claims cases, foreclosure cases and lawsuits for injury or property damage. It can also be used in expungement and sealing of criminal cases.
<b>Types of cases the forms CANNOT be used for:</b>	All criminal, traffic, and juvenile justice cases. If you need to ask for a fee waiver in a criminal case, you can use the <i>Application for Waiver of Criminal Court Assessments</i> form found here: <a href="http://illinoiscourts.gov/Forms/approved/Circuit.asp">illinoiscourts.gov/Forms/approved/Circuit.asp</a>
<b>Special information or papers needed to complete the forms:</b>	<ul style="list-style-type: none"><li>• You will need to know your income and expenses information for the past 12 months. You also need to know the value of your belongings, including any real estate.</li><li>• If you are filling this form out on behalf of a minor or incompetent adult, you will need that person's information.</li><li>• If you get public benefits, you may want to bring current proof of eligibility and a benefits statement from the agency providing the benefit when you file your forms.</li><li>• If you don't get public benefits, you may want to bring documents showing your income, value of belongings (including real estate) and expense information when you file your forms.</li></ul>
<b>Statutes and rules covering the forms:</b>	<ul style="list-style-type: none"><li>• <a href="#">735 ILCS 5/5-105 and 5/5-105.5</a></li><li>• <a href="#">Illinois Supreme Court Rule 298</a></li></ul>
<b>Where to find the forms and instruction sheet:</b>	<a href="http://illinoiscourts.gov/Forms/approved/Circuit.asp">illinoiscourts.gov/Forms/approved/Circuit.asp</a>
<b>For more information:</b>	Read the <i>How to Ask the Court to Participate in a Court Case for Free or at a Reduced Cost</i> instruction sheet that comes with these forms. You may also find more information, resources, and the location of your local county self help center at: <a href="http://illinoislegalaid.org/FeeWaiver">illinoislegalaid.org/FeeWaiver</a> .