

<b>STATE OF ILLINOIS, CIRCUIT COURT</b>  _____ COUNTY	<b>ORDER FOR WAIVER OF COURT FEES</b>	For Court Use Only
Instructions ▼	_____ <b>Plaintiff / Petitioner</b> <i>(First, middle, last name)</i>  V.  _____ <b>Defendant / Respondent</b> <i>(First, middle, last name)</i>	
Directly above, enter the name of the county where the case was filed.		
Enter the name of the person who started the lawsuit as Plaintiff/Petitioner.		
Enter the name of the person being sued as Defendant/Respondent.		
Enter the Case Number given by the Circuit Clerk or leave this blank if you do not have one.	_____ <b>Case Number</b>	

Enter your full name as "Applicant."

**Applicant Name:** \_\_\_\_\_  
*First*
*Middle*
*Last*

**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 having reviewed the *Application for Waiver of Court Fees* hereby finds:**

1.  The applicant **qualifies** for a **full (100%)** waiver of all fees, costs, and charges because *(check only one)*:
  - a.  The applicant receives means-based government assistance under one or more of the following programs:
    - Supplemental Security Income (SSI) (Not Social Security)
    - Aid to the Aged, Blind and Disabled (AABD)
    - Temporary Assistance for Needy Families (TANF)
    - 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. Department of Health and 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 result in substantial hardship to the applicant or his or her family.
  
2.  The applicant **qualifies** for a **partial (75%, 50%, or 25%)** waiver of all fees, costs, and charges because the applicant's household income is *(check one)*:
  - more than **125%** but not greater than **150%** *(75% waived)*; OR
  - more than **150%** but not greater than **175%** *(50% waived)*; OR
  - more than **175%** but not greater than **200%** *(25% waived)*
 of the current poverty level as established by the US Department of Health and 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.

- 3.  The applicant must **provide additional information and attend a hearing** before the court decides if the applicant qualifies for a fee waiver.
- 4.  The applicant **does not qualify** for a fee waiver because *(must state specific reason)*:  
\_\_\_\_\_  
\_\_\_\_\_

**IT IS HEREBY ORDERED:**

- A.  *Application for Waiver of Court Fees* is **GRANTED**.
  - i.  The applicant qualifies for a **full waiver**, and may participate in this case without payment of fees, costs, or charges.  
OR
  - ii.  The applicant qualifies for a **partial fee waiver** as follows *(check one)*:
    - 75%** of all fees, costs, and charges **are waived** *(and the applicant must pay 25% of all fees, costs, and charges)*.
    - 50%** of all fees, costs, and charges **are waived** *(and the applicant must pay 50% of all fees, costs, and charges)*.
    - 25%** of all fees, costs, and charges **are waived** *(and the applicant must pay 75% of all fees, costs, and charges)*.

Charges included in this waiver are: filing, service of process, publication, mediation, guardian ad litem, or any other court ordered fees listed in [735 ILCS 5/5-105\(a\)\(2\)\(1\)](#).

The applicant must pay fees, costs, and charges currently due by: \_\_\_\_\_  
Date

OR

Upon good cause shown, the applicant may make payments as follows *(describe deferral, installment plan, or other reasonable terms)*:  
\_\_\_\_\_  
\_\_\_\_\_

**This order expires one year from the date of this order.** The applicant may reapply before or after the expiration date.

- B.  *Application for Waiver of Court Fees* is **SET FOR HEARING** on \_\_\_\_\_  
Date  
at \_\_\_\_\_ in courtroom: \_\_\_\_\_  
Time  
The applicant must bring the following documents: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- C.  *Application for Waiver of Court Fees* is **DENIED**.  
The applicant must pay all fees, costs, and charges currently due by: \_\_\_\_\_  
Date

**DO NOT** complete this section. The judge will sign and date here.

**ENTERED:**

\_\_\_\_\_  
Judge Date