

Getting Started

Application for Waiver of Court Fees (Appellate Court)

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* and *Order for Waiver of Court Fees* forms in the appellate court. 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 APPELLATE COURT TO PARTICIPATE IN AN APPEAL FOR FREE OR AT A REDUCED COST* instruction sheet and the instructions on the forms.

Names of the forms:	<ul style="list-style-type: none"> • <i>Application for Waiver of Court Fees (Appellate Court)</i> • <i>Order for Waiver of Court Fees (Appellate Court)</i>
Purpose of the forms:	To ask the Appellate Court to let you participate in an appeal for free or at a reduced cost. A fee waiver obtained in a trial court does not apply to fees charged to file your appeal.
Types of cases the forms CAN be used for:	All cases filed with the appellate court.
Types of cases the forms CANNOT be used for:	This form cannot be used to waive fees charged by the trial court or by court reporters for preparation of a record on appeal.
Cost to file the forms:	None.
Special information or papers needed to complete the forms:	<ul style="list-style-type: none"> • 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. • If you are filling this form out on behalf of a minor or incompetent adult, you will need that person's information. • 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. • 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.
Statutes covering the forms:	<ul style="list-style-type: none"> • Illinois Supreme Court Rule 313(f), 298 • 735 ILCS 5/5-105 and 5/5-105.5
Where to find the forms and instruction sheet:	illinoiscourts.gov/documents-and-forms/approved-forms
Where to get access to a computer and scanner to file and serve:	The appellate court clerk's office will have a computer and scanner where you can scan, save, and then use the computer to e-file and serve your document.
For more information:	<p>Read the <i>How to Ask the Appellate Court to Participate in an Appeal for Free or at a Reduced Cost</i> instruction sheet that comes with these forms. You may also contact the appellate court where you are filing your case. You can find the contact information for the appropriate appellate court at: illinoiscourts.gov/documents-and-forms/approved-forms.</p> <p>Find more information at: illinoiscourts.gov/self-help/resources-for-srls-in-civil-appeals.</p>