



Filing an Appearance and Answer in Your Kane County Eviction Case

- If the judge ordered you to file an [Appearance](#) and an **Answer** (or to otherwise plead), you must file both of these documents by the deadline the judge gave you or an eviction judgment may be entered against you.

Any time you file a document with the court, you must send a copy to your landlord. (If your landlord has an lawyer, you must send the copy to your landlord's lawyer.)

- **Fee waiver:** There is a fee to file the [Appearance](#) and Answer. If you cannot afford to pay the filing fee, you can file an [Application for Waiver of Court Fees](#) to ask that you be allowed to file for free.
- **E-filing:** All documents in eviction cases must be filed electronically, unless you meet one of the e-filing exemptions.
 - Step by step **e-filing instructions** are available at <https://atjil.org/resources-for-self-represented-litigants/>.
 - More e-filing resources are available at <https://www.kclawlibrary.org/efiling-in-kane-county>.
 - If you don't have computer or internet access, **e-filing stations** are available at the Kane County Law Library located in the Kane County Judicial Center, 37W777 Route 38, St. Charles, IL 60175, T: 630-232-3553.
 - If you think you meet one of the **e-filing exemptions**, you must file an [Exemption from E-Filing for Good Cause](#) and select the reason why you should be exempt:
 - I am representing myself and do not have the Internet or a computer in my home. My only access is through a public terminal at a courthouse, library, or other location. This poses a financial or other hardship.
 - I am representing myself and have trouble reading, writing, or speaking in English.
 - I am filing a document in a sensitive case, such as a petition for an order of protection or a civil no contact/stalking order.
 - I tried to e-file my documents, but I was unable to complete the process because the equipment or assistance I need is not available.
- **Court forms:** The court forms you will need to file your Appearance and Answer are included in this packet. You can also find most court forms online at atjil.org.
- **Attend court:** You should attend all of your court dates, even if you haven't filed your [Appearance](#) and Answer. If you don't attend court, an eviction judgment may be entered against you even if you filed your [Appearance](#) and Answer.

Many court dates are being held by Zoom. You can join a Zoom court hearing at <https://www.illinois16thjudicialcircuit.org/Pages/Streaming-Directory.aspx>.

Getting Started

Appearance

IMPORTANT: This getting started guide and the instructions are not legal advice. They are only meant to help you learn how to use the *Appearance* form. Your use of the form 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 File an Appearance* instruction sheet and the instructions on the forms.

Name of the form:	<i>Appearance</i>
Purpose of the form:	Use this form to tell the court and the other parties that you are participating in the case and going to represent yourself in the case. Also use this form to ask the court for a trial with a judge or a judge and jury.
Types of cases the form CAN be used for:	All civil cases. For example in divorce cases, family cases eviction cases, small claims cases, and law suits for injury or property damage.
Types of cases the form CANNOT be used for:	All criminal cases.
Special information or papers needed to complete the forms:	<p>You will need:</p> <ul style="list-style-type: none"> • names and addresses of the other parties; • names and addresses of the other parties' lawyers; AND • the court case number. <p>You can find this information on other court papers you have about this case.</p>
Rules and statutes covering the form:	<ul style="list-style-type: none"> • Illinois Supreme Court Rules 13, 181, 286 • 735 ILCS 5/2-1105
Where to find the form and instruction sheet:	illinoiscourts.gov/documents-and-forms/approved-forms
For more information:	<p>Read the <i>How to File an Appearance</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:</p> <p>www.illinoislegalaid.org/legal-information/appearance.</p>

HOW TO FILE AN APPEARANCE

NOTE: If there are any words or terms used in these instructions that you do not understand, please visit Illinois Legal Aid Online at illinoislegalaid.org/lexicon/glossary. For more information about going to court including how to fill out and file forms, call or text Illinois Court Help at 833-411-1121 or go to ilcourthelp.gov.

What is an *Appearance*?

- An *Appearance* is a form you file with the Circuit Clerk to tell the court and the other parties that you are participating in the court case.
- The *Appearance* also tells the court whether you want your case decided by a judge or a judge and jury. You do not have a right to a jury trial in every case.
- It also gives the court and other parties your name and address so they may contact you about the case.

Who can use the *Appearance* form?

- You can only file an *Appearance* for yourself, not for anyone else.
- In most cases, companies must have attorneys and should not use this *Appearance* form.

When do I need to use the *Appearance* form?

The *Appearance* form is required in most civil court cases. For example, you must file an *Appearance* when:

- Someone sues you and you want to participate in the court case. If you do not file an *Appearance* and go to court as needed, the court case might go ahead without you and the court might rule against you.
- You had a lawyer but your lawyer stops representing you, and you are now going to represent yourself.

You do NOT need to file an *Appearance* when you start a new court case by yourself without a lawyer.

Why does the *Appearance* form ask for my email address?

The email address (if you have one) and mailing address you put on the form is where important legal documents will be sent to you. You should use an email account that you do not share with anyone else and that you check every day. If you do not check your email every day, you may miss important information, notice of court dates, or documents from other parties.

Is there a deadline for filing an *Appearance*?

- The deadline for filing an *Appearance* is different depending on the type of case.

- You might have received other court papers, like a *Summons*, that give you a deadline for filing your *Appearance*.
- You might give up your right to participate in the court case if you do not file your *Appearance* on time.

Where can I find the forms I need?

You can find the forms at: illinoiscourts.gov/documents-and-forms/approved-forms.

What costs will I need to pay to file an *Appearance*?

- There is a fee for filing an *Appearance* with the Circuit Clerk. The fee will be higher if you ask for a jury.
- If you cannot afford to pay the filing fee, you can ask the court to file for free or at a reduced cost by filing the *Application for Waiver of Court Fees*. This is a separate set of forms you can find at: illinoiscourts.gov/documents-and-forms/approved-forms.

What do I do after I fill out the *Appearance* form?

Step 1: File the *Appearance* with the Circuit Clerk in the county where your court case is filed.

- You must electronically file (e-file) court documents unless (1) you are an inmate in a prison or jail and you do not have a lawyer, (2) you have a disability that keeps you from e-filing, or (3) you qualify for an exemption from e-filing.
 - You will qualify for an exemption if: (1) you do not have internet or computer access at home and it would be difficult for you to travel to a place where you could use a computer; (2) you have trouble reading or speaking in English, or (3) you tried to e-file your documents, but you were unable to complete the process because the equipment or assistance you need is not available.
 - If you qualify for an exemption, fill out a *Certification for Exemption from E-Filing* found here: illinoiscourts.gov/documents-and-forms/approved-forms.
 - File the original and 1 copy of your *Appearance* and the *Certification* with the Circuit Clerk's office in person or by mail.
- To e-file, create an account with an e-filing service provider.
 - Visit efile.illinoiscourts.gov/service-providers.htm to select a service provider. Some service providers are free while others charge a processing fee. For instructions on how to e-file

for free with Odyssey eFileIL, see the self-help user guides here: illinoiscourts.gov/self-help/how-to-e-file/.

- If you do not have access to a computer or if you need help e-filing, take your forms to the Circuit Clerk's office where you can use a public computer terminal to e-file your forms.
 - You can bring your forms on paper or saved on a flash drive.
 - The terminal will have a scanner and computer that you can use to e-file your form.

Step 2: Send a copy of your *Appearance* to the other parties in the case.

- You must send your *Appearance* to the other parties in the case. If a party has a lawyer, send the forms to the lawyer.

If you and the person you're sending the *Appearance* to have an email address, you must send it by email or by notification through the e-filing system. If you or the person you're sending the *Appearance* to does not have an email address, you may give it to the other parties by personal hand delivery, mail, or third-party commercial carrier (for example, FedEx or UPS).

PROOF OF DELIVERY

1. I am sending the *Appearance*

In **1a**, enter the name, mailing address, and email address of the party you are sending the document to. If they have a lawyer, you **must** enter the lawyer's information.

a. To:

Name: _____
First Middle Last

Address: _____
Street, Apt # City State ZIP

Email address: _____

In **1b**, check the box to show how you are sending the document.
CAUTION: If you and the person you are sending the document to have an email address, you **must** use one of the first two options. Otherwise, you may use one of the other options.

b. By:

An approved electronic filing service provider (EFSP)
 Email (*not through an EFSP*)
Only use one of the methods below if you do not have an email address, or the person you are sending the document to does not have an email address.

Personal hand delivery to:

The party
 The party's family member who is 13 or older, at the party's residence
 The party's lawyer
 The party's lawyer's office

Mail or third-party carrier

In **c**, fill in the date and time that you are sending the document.

c. On: _____ at: _____ a.m. p.m.
Date Time

2. I am sending the *Appearance*

In **2**, if you are sending the document to more than 1 party or lawyer, fill in **a**, **b**, and **c**. Otherwise leave **2** blank.

a. To:

Name: _____
First Middle Last

Address: _____
Street, Apt # City State ZIP

Email address: _____

In **2a**, enter the name, mailing address, and email address of the party you are sending the document to. If they have a lawyer, you **must** enter the lawyer's information.

b. By:

An approved electronic filing service provider (EFSP)
 Email (*not through an EFSP*)
Only use one of the methods below if you do not have an email address, or the person you are sending the document to does not have an email address.

Personal hand delivery to:

The party
 The party's family member who is 13 or older, at the party's residence
 The party's lawyer
 The party's lawyer's office

Mail or third-party carrier

In **2b**, check the box to show how you are sending the document.
CAUTION: If you and the person you are sending the document to have an email address, you **must** use one of the first two options. Otherwise, you may use one of the other options.

In **c**, fill in the date and time that you are sending the document.

c. On: _____ at: _____ a.m. p.m.
Date Time

If you are sending your document to more than 2 parties or lawyers, check the box and file the *Additional Proof of Delivery* with this form.

I have completed an *Additional Proof of Delivery* form.

Under the Code of Civil Procedure, [735 ILCS 5/1-109](#), making a statement on this form that you know to be false is perjury, a Class 3 Felony.

I certify that everything in the *Proof of Delivery* is true and correct. I understand that a false statement on this form is perjury and has penalties provided by law under [735 ILCS 5/1-109](#).

/s/
Your Signature

Street Address

Print Your Name

City, State, ZIP

Telephone

Email

If you are completing this form on a computer, sign your name by typing it. If you are completing it by hand, sign and print your name.

Enter your complete address, telephone number, and email address, if you have one.

GETTING COURT DOCUMENTS BY EMAIL: You should use an email account that you do not share with anyone else and that you check every day. If you do not check your email every day, you may miss important information, notice of court dates, or documents from other parties.

IN THE CIRCUIT COURT OF THE _____ JUDICIAL CIRCUIT

_____ COUNTY, ILLINOIS

_____ ,)	
)	
Plaintiff,)	
)	
vs.)	Case No. _____
)	
_____ ,)	
)	
Defendant.)	

ANSWER TO EVICTION COMPLAINT

1. My name is _____, and I am the Defendant in this case.

2. Pursuant to 735 ILCS 5/9-106, I make a general denial of the allegations of the Complaint in order to offer into evidence any matter in defense of the action.

If the Complaint is verified by oath, then I certify that everything in this Answer is true and correct. I understand that making a false statement on this form is perjury and has penalties provided by law under 735 ILCS 5/1-109.

_____ Signature	_____ Street Address
_____ Print name	_____ City, State, Zip
_____ Telephone number	_____ Email address

PROOF OF DELIVERY

You must send a copy of your Answer to the Plaintiff, or to the Plaintiff’s lawyer if the Plaintiff has a lawyer.

I am sending this Answer to Eviction Complaint to:

To: Name: _____

Mailing address: _____

Email address: _____

By: An approved electronic filing service provider (EFSP)

Email (not through an EFSP)

Only use one of the methods below if you do not have an email address, or the person you are sending the document to does not have an email address.

Personal hand delivery to:

The party

The party’s family member who is 13 or older, at the party’s residence

The party’s lawyer

The party’s lawyer’s office

Mail or third-party carrier

On _____ (date) at _____ (time).

I certify that everything in this Proof of Delivery is true and correct. I understand that making a false statement on this form is perjury and has penalties provided by law under 735 ILCS 5/1-109.

Signature

Street Address

Print name

City, State, Zip

Telephone number

Email address

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.

Names of the forms:	<ul style="list-style-type: none">• <i>Application for Waiver of Court Fees</i>• <i>Order for Waiver of Court Fees</i>
Purpose of the forms:	To ask the court to let you participate in a court case for free or at a reduced cost.
Types of cases the forms CAN be used for:	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.
Types of cases the forms CANNOT be used for:	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: illinoiscourts.gov/documents-and-forms/approved-forms
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 and rules covering the forms:	<ul style="list-style-type: none">• 735 ILCS 5/5-105 and 5/5-105.5• Illinois Supreme Court Rule 298
Where to find the forms and instruction sheet:	illinoiscourts.gov/documents-and-forms/approved-forms
For more information:	Read the <i>How to Ask the Judge 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: illinoislegalaid.org/FeeWaiver .

HOW TO ASK THE JUDGE TO PARTICIPATE IN A COURT CASE FOR FREE OR AT A REDUCED COST

NOTE: If there are any words or terms used in these instructions that you do not understand, please visit Illinois Legal Aid Online at illinoislegalaid.org/lexicon/glossary. For more information about going to court including how to fill out and file forms, call or text Illinois Court Help at 833-411-1121 or go to ilcourthelp.gov.

Who can ask the judge to participate in a court case for free or at a reduced cost?

Anyone who must pay a fee as part of a court case. You can ask for yourself, your minor child, or an incompetent adult, but not for anyone else.

How will I know if there is a fee?

The Circuit Clerk can tell you if there is a fee for filing a document with the court. Other fees might come up during the case. For example, the judge might tell you about a fee or the sheriff's department might tell you about a fee for delivering (serving) court papers.

What forms do I need to fill out?

- **Application for Waiver of Court Fees:** Is used to tell the judge whether you get any public benefits and your income and expense information so they can decide if you can participate in a court case for free or at a reduced cost. The email address (if you have one) and mailing address you put on the *Application* is where important legal documents will be sent to you. You should use an email account that you do not share with anyone else and that you check every day. If you do not check your email every day, you may miss important information, notice of court dates, or documents from other parties.
- **Order for Waiver of Court Fees:** Is used by the judge to say your application is granted or denied.

Where can I find the forms I need?

You can find forms at: illinoiscourts.gov/documents-and-forms/approved-forms.

Do I have to pay to file an *Application for Waiver of Court Fees*?

No, there is no cost for filing an *Application for Waiver of Court Fees*.

Is there a deadline for filing an *Application for Waiver of Court Fees*?

- No. You can file an *Application for Waiver of Court Fees* at any time during the court case.

- It might take the judge a couple of days to review your application and to decide whether you have to pay fees, so don't wait until the last minute.
- You are responsible for knowing if there are other deadlines to file documents.

How do I prove I cannot afford to pay court fees?

The judge may require you to prove the information in your *Application*. If you get public benefits you may want to bring proof of current eligibility and benefits statement from the agency providing the benefit.

Examples of public benefits are:

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

If you do not get public benefits, you may want to bring documents showing your income, value of belongings (for example, real estate), and expenses.

What happens if my *Application* is granted?

Depending upon your circumstances, the judge may order that:

- You may participate for free;
- You must pay 25% of any fee charged;
- You must pay 50% of any fee charged; OR
- You must pay 75% of any fee charged.

If my *Application* is granted, will I ever have to pay fees?

- If the judge grants your *Application* and later decides that the information you put in your *Application* was incorrect and you were ineligible, the judge can make you pay back any fees that were waived.
- If the court believes that your financial situation has changed and you are no longer eligible for a full or partial fee waiver, the court can hold a hearing to decide whether you are still eligible. If you are no longer eligible, you will have to pay future fees.
- If the court decides you do not have to pay all or some of the court fees and you win your case and get money from the other side, the court may make you use all or part of this money to pay the court fees.

When does my fee waiver expire?

It is good for one year. If you still need the fee waiver after it expires, you will need to file a new *Application*. However, this does not mean you have to pay back fees that were already waived.

What do I do after I fill out the *Application for Waiver of Court Fees and Order for Waiver of Court Fees*?

Step 1: File your *Application for Waiver of Court Fees and Order for Waiver of Court Fees* with the Circuit Clerk in the county where your court case was filed.

- You must electronically file (e-file) court documents unless (1) you are an inmate in a prison or jail and you do not have a lawyer, (2) you have a disability that keeps you from e-filing, or (3) you qualify for an exemption from e-filing.
 - You will qualify for an exemption if: (1) you do not have internet or computer access at home and it would be difficult for you to travel to a place where you could use a computer; (2) you have trouble reading or speaking in English, or (3) you tried to e-file your documents, but you were unable to complete the process because the equipment or assistance you need is not available.
 - If you qualify for an exemption, fill out a *Certification for Exemption from E-Filing* found here: illinoiscourts.gov/documents-and-forms/approved-forms
 - File the original and 1 copy of your form and the *Certification* with the Circuit Clerk's office in person or by mail.
 - To e-file, create an account with an e-filing service provider.
 - Visit efile.illinoiscourts.gov/service-providers.htm to select a service provider. Some service providers are free while others charge a processing fee. For instructions on how to e-file for free with Odyssey eFileL, see the self-help user guides here: illinoiscourts.gov/self-help/how-to-e-file/.
 - If you do not have access to a computer or if you need help e-filing, take your forms to the Circuit Clerk's office where you can use a public computer terminal to e-file your forms.
 - You can bring your forms on paper or saved on a flash drive.
 - The terminal will have a scanner and computer that you can use to e-file your form.
- The judge may need more information from you. The judge may want to have a hearing on your *Application*. The judge will notify you if you need to give more information or documents, or if you have to go to court.
 - Your court date could be in person, by phone, or by video. If it is by phone or video it is called a "Remote Appearance." Call the Circuit Clerk or visit their website for more information. To find the phone number for your Circuit Clerk, visit illinoiscourts.gov/courts/circuit-court/circuit-court-clerks/.
 - After the judge decides, they will fill out the *Order for Waiver of Court Fees*. This *Order* will say if you have to pay any court fees.
 - The judge or the Circuit Clerk will tell you:
 - How you will get a copy of the *Order for Waiver of Court Fees*.
 - When you will get a copy of the *Order for Waiver of Court Fees*.
 - If the judge decides you have to pay all or some of the court fees, you have to pay by the deadline set in the *Order for Waiver of Court Fees*. If you do not pay by the deadline, the judge may dismiss your case or find against you.

Step 2: Wait for a decision.

- The judge will review your *Application for Waiver of Court Fees* and decide whether you have to pay the court fees.

STATE OF ILLINOIS, CIRCUIT COURT _____ COUNTY	APPLICATION FOR WAIVER OF COURT FEES	<i>For Court Use Only</i>
Instructions ▼ 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 charged as Defendant/Respondent. Enter the Case Number given by the Circuit Clerk or leave this blank if you do not have one.	_____ Plaintiff / Petitioner (<i>First, middle, last name</i>) v. _____ Defendant /Respondent (<i>First, middle, last name</i>)	_____ Case Number

NOTE: If you are completing this form on behalf of a minor or an incompetent adult, provide that person's information on this form instead of your own information.

In **1a**, enter your full name

In **1b**, only enter the year you were born. DO NOT enter your entire date of birth.

In **1c**, enter your complete current address.

In **2a**, enter the number of people age 18 and older living in your house who you support. Support means that the people rely on you financially.

In **2b**, enter the number of people under age 18 living in your house who you support.

In **3**, check "Yes" if you are currently receiving 1 or more of the benefits listed below. Be prepared to provide proof that you are currently receiving 1 of these benefits.

If you check "Yes" in **3**, skip **4** and sign the form. You do not have to complete **4**.

Pursuant to [Illinois Supreme Court Rule 298](#) and [735 ILCS 5/5-105](#), I state:

- 1. I believe I cannot afford to pay the court fees, costs and charges in this case and I am providing the following information about myself:**
 - a. Name: _____

First
Middle
Last
 - b. Year of Birth: _____
 - c. Street Address: _____
 City, State, ZIP: _____

- 2. I am providing the following information about people who live with me:**
 - a. I support _____ adults (*not counting myself*) who live with me.
 - b. I support _____ children under 18 who live with me.

- 3. I am receiving 1 or more of the benefits listed below:**
 Yes No
 - Supplemental Security Income (SSI) (Not Social Security)
 - Aid to the Aged, Blind and Disabled (AABD)
 - Temporary Assistance to Needy Families (TANF)
 - SNAP (Food Stamps)
 - General Assistance (GA), Transitional Assistance, or State Children and Family Assistance

****If you answered "Yes" in section 3, you qualify for a fee waiver under [735 ILCS 5/5-105\(a\)\(2\)\(i\) and \(b\)\(1\)](#). You can skip section 4 and sign the form.****

In **4a**, check "Yes" if you have applied for at least 1 of the benefits listed in section 3.

In **4b**, check the box for each type of money you have received in the past month. Also enter the gross (before taxes) amount for each type.

Under **Other** in **4b** and **4c**, include any money received from family or friends.

In **4c**, check the box for each type of money you have received in the past 12 months. Also enter the gross (before taxes) amount for each type.

In **4d**, check all of your debts and expenses for the past month and list the amount of money you pay each month for that expense.

In **4e**, check all of the items owned by you and list the value of each item. If you own real estate, include the total you owe on any mortgage.

Be prepared to provide documents showing your income, value of belongings (including real estate) and expense information when you file your forms.

4. I checked "No" in section 3, so I am providing the following financial information:

- a. I have a pending application for 1 or more of the benefits listed in section 3:
 Yes No
- b. I received the following money in the past month. *(check all that apply)*
- | | | | |
|--|----------|---|----------|
| <input type="checkbox"/> My employment: | \$ _____ | <input type="checkbox"/> Social Security (not SSI): | \$ _____ |
| <input type="checkbox"/> Child support: | \$ _____ | <input type="checkbox"/> Unemployment: | \$ _____ |
| <input type="checkbox"/> Pension: | \$ _____ | | |
| <input type="checkbox"/> Money from other household members: | | | \$ _____ |
| <input type="checkbox"/> Other <i>(list type and amount)</i> : | _____ | | \$ _____ |
| <input type="checkbox"/> No income | | | |
- Total of all money received in the past month: \$ _____
- c. I received the following total amount of money in the past 12 months. *(check all that apply)*
- | | | | |
|--|----------|---|----------|
| <input type="checkbox"/> My employment: | \$ _____ | <input type="checkbox"/> Social Security (not SSI): | \$ _____ |
| <input type="checkbox"/> Child support: | \$ _____ | <input type="checkbox"/> Unemployment: | \$ _____ |
| <input type="checkbox"/> Pension: | \$ _____ | | |
| <input type="checkbox"/> Money from other household members: | | | \$ _____ |
| <input type="checkbox"/> Other <i>(list type and amount)</i> : | _____ | | \$ _____ |
| <input type="checkbox"/> No income | | | |
- Total of all money received in the past 12 months: \$ _____
- d. My current monthly debts and expenses are listed below. *(check all that apply)*
- | | | |
|--|----------|-----------|
| <input type="checkbox"/> Rent: | \$ _____ | per month |
| <input type="checkbox"/> Home Mortgage: | \$ _____ | per month |
| <input type="checkbox"/> Other Mortgage: | \$ _____ | per month |
| <input type="checkbox"/> Utilities: | \$ _____ | per month |
| <input type="checkbox"/> Food: | \$ _____ | per month |
| <input type="checkbox"/> Medical: | \$ _____ | per month |
| <input type="checkbox"/> Car Loan: | \$ _____ | per month |
| <input type="checkbox"/> Childcare: | \$ _____ | per month |
| <input type="checkbox"/> Child Support: | \$ _____ | per month |
| <input type="checkbox"/> Other expenses not listed above <i>(list type and amount)</i> : | _____ | |
| | | \$ _____ |
| <input type="checkbox"/> Other debts not listed above <i>(list type and amount)</i> : | _____ | |
| | | \$ _____ |
| <input type="checkbox"/> I have no expenses | | |
- Total of all expenses: \$ _____ per month
- e. I have the belongings listed below. *(check all that apply)*
- | | |
|---|---|
| <input type="checkbox"/> Bank accounts and cash totaling: | \$ _____ |
| <input type="checkbox"/> Home worth: | \$ _____ |
| The total I owe on my home mortgage is: \$ _____ | |
| <input type="checkbox"/> Other real estate, not including the house I live in, worth: | \$ _____ |
| The total I owe on my other mortgage is: \$ _____ | |
| <input type="checkbox"/> 1st vehicle worth: \$ _____ | The 1 st vehicle is paid off: <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> 2 nd vehicle worth: \$ _____ | The 2 nd vehicle is paid off: <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Other <i>(list items and value)</i> : | _____ \$ _____ |
| <input type="checkbox"/> None of the above | |

5 is optional. In 5, list any reason why you or your family would face hardship if you have to pay the fees.

5. (Optional) My family or I would face substantial hardship if I have to pay the fees, costs, and charges because: _____

Under Illinois Supreme Court Rule 137, your signature means that you have read the document, that to the best of your belief, it is true and correct and that you are not filing it for an improper purpose, such as to cause delay.

/s/ _____ *Street Address*

Your Signature _____ *City, State, ZIP*

If you are completing this form on a computer, sign your name by typing it. If you are completing it by hand, sign and print your name.

Print Your Name _____ *Telephone*

If you are filling out this form for a minor or incompetent adult, sign and print your name and state your relationship to that person.

Relationship to Minor or Incompetent Adult (if applicable) _____ *Email*

Enter your complete address, telephone number, and email address, if you have one.

GETTING COURT DOCUMENTS BY EMAIL: You should use an email account that you do not share with anyone else and that you check every day. If you do not check your email every day, you may miss important information, notice of court dates, or documents from other parties.

STATE OF ILLINOIS, CIRCUIT COURT _____ COUNTY	ORDER FOR WAIVER OF COURT FEES	<i>For Court Use Only</i>
Instructions ▼	_____ Plaintiff / Petitioner <i>(First, middle, last name)</i> v. _____ Defendant / Respondent <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.	_____ Case Number	

Enter your full name as "Applicant."

Applicant Name: _____
First
Middle
Last

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

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

1. The applicant **qualifies** for a **full (100%)** waiver of all fees, costs, and charges because:
 - 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. 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 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:
 - more than **125%** but not greater than **150%** *(75% waived)*;
 - more than **150%** but not greater than **175%** *(50% waived)*;
 - more than **175%** but not greater than **200%** *(25% waived)*
 of the current poverty level as established by the US 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.

3. There is a factual issue about the applicant's entitlement to a fee waiver. The nature of the factual issue is: _____

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**, effective on the filing date of the *Application for Waiver of Court Fees*.

i. The applicant qualifies for a **full waiver**, and may participate in this case without payment of fees, costs, or charges.

ii. The applicant qualifies for a **partial fee waiver** as follows:

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)*.

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

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. Fees, costs, and charges included in this waiver are: filing, service of process, publication, mediation, guardian ad litem, and any other fee listed in [735 ILCS 5/5-105\(a\)\(2\)\(1\)](#).

B. *Application for Waiver of Court Fees* is **SET FOR HEARING** on

_____ at _____
Date *Time*

in person at _____
Courthouse address *Courtroom*

remotely by telephone at _____
Call-in number for telephone remote appearance

remotely by video conference at _____
Video conference website

Video conference log-in information (meeting ID, password, etc)

The applicant must bring the following **documents** to the hearing:

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



How to Use Zoom for Court

Sixteenth Judicial Circuit

What will I need to attend Court using Zoom?

You will need a **desktop computer, laptop, smartphone or tablet that are equipped with a camera and microphone and a stable internet connection**. If you do not have access to those devices, see the **Call-In Options** section.

First Step: Install Zoom for Free

- For **smartphones** and **tablets**, install Zoom from the Play Store or App Store.
- For your **desktop computer, laptop or notebook** device with webcam and microphone, please visit www.zoom.us and follow the instructions to download the app.

Second Step: Create an Account

Create a Zoom account by going to Zoom.us, click, "**sign up, it's free**," and follow the prompts from there. You will need to use your email address and create a password. You only need to do this one time; this is the account you will use each time you enter a Zoom virtual hearing.

You should test audio and video at least 24 hours before the conference. This can be done in the "**Preferences**" or "**Settings**" window of the program. Test the program to be sure you have a strong Wi-Fi connection. If your signal strength is too weak this may impact your ability to participate in the virtual hearing. If you are unable to participate by video, see the section titled "**Call-In Options**."

Third Step: Join the Zoom Call

Be sure to join the Zoom call 15 minutes before the start time

To join, you will need to access the Zoom remote court session information found at <https://www.illinois16thjudicialcircuit.org>.

1. Click on the **LIVESTREAMING** icon in the center of the page or "**Attend a Remote Court Hearing**" below it, locate your assigned courtroom and click on the link "**Join Hearing**."
2. A Meeting URL link to the hearing is provided. Click on the link, your Zoom app will open, and a screen should load showing your face. After you see this screen, click "**Join with Video**."
3. The name you choose for yourself will be shown on the screen during the call. **You must use your full name as it appears in your case AND your case number so you can be identified.** If you fail to do so, you may not be admitted into the proceeding from the Waiting Room.
4. Once these above steps have been completed, you will have joined the Zoom session and be placed into the Zoom **Waiting Room**. (When in the Waiting Room, you cannot hear or see the court proceedings.)
5. When the court is ready to hear your case, you will be given entry into the Zoom meeting from the Waiting Room.
6. A message box will then appear asking you to "**Join with Computer Audio**," or "**Join with Internet Audio**." Making your selection will allow you to hear the meeting and speak through your device.

Call-In Options

If you do not have internet access and are unable to join using a computer, laptop, smartphone or tablet you may join the hearing by **calling in**. While you will not be able to see the other participants, and they will not be able to see you, you will still be able to hear each other. You may need to ask a family member or friend with an internet connection to find the below information for you.

The number to call to join the hearing on your scheduled date and time can be found on the 16th Judicial Circuit website <https://www.illinois16thjudicialcircuit.org>.

1. Click on the **LIVESTREAMING** icon in the center of the page or “**Attend a Remote Court Hearing**” below it, locate your assigned courtroom and click on the link “**Join Hearing.**”
2. Under **Schedule**, there is a **Meeting ID** and **Password** listed, as well as a **Phone Only number**. When you call the **Phone Only number**, you will be prompted to enter the Meeting ID and Password.
3. You will join the meeting on mute. To **unmute** yourself when dialing in by phone, you will have to press *6. You should remain on mute except when it is your turn to speak. Please identify yourself when it is your turn to speak, please speak clearly and loudly so that everyone can hear you.

Tips

- Do not join the Zoom meeting while in a moving vehicle. Internet connectivity may affect your Zoom connection.
- You may join the Zoom court session if you join before the host is ready to start the session. **Please do not leave the meeting**; once the host begins the session, you will be placed into the Waiting Room.
- Join the Zoom Court Session 15 minutes before the scheduled time. If you arrive late, you will end up waiting longer in the Waiting Room.
- When you are admitted from the Waiting Room, you should mute yourself by clicking on the microphone icon. **If there is a red line through the microphone you are muted and cannot be heard by the people in the meeting.** When it is your turn to speak, you will need to unmute yourself by clicking the microphone.
- If you have not previously clicked on the “**Join by Video**” button, you may click on “**Start Video**” after joining the meeting so that others can see you. If the “**Start Video**” icon on the bottom left corner has a red line through it, that means that no one else can see you.

Behave as You Would in a Courtroom

- You should be appropriately dressed if appearing by video for a virtual hearing.
- Be aware of your background (area behind you). Make sure it is appropriate; it will be seen by the Judge and other people attending the hearing. Make sure you are not sitting directly in front of or behind a window, because the light or reflection can affect the video.
- Choose a quiet place to participate in the hearing. Cell phones should be muted, doors to rooms closed and disruptions minimized.
- You should remain on mute until it is your time to speak. Do not speak over anyone and do not interrupt anyone. Use appropriate language as you would in a courtroom.

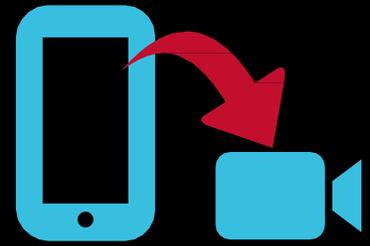
- If there is a court reporter or language interpreter present, be aware that he or she may interrupt from time to time to clarify who is speaking.
- If you do not follow the Court's rules, you may be removed from the Court hearing, and the Judge can impose a fine or other punishment.
- **Recording/Photographs/Reproduction: Any video recording, audio recording, photographing, taking screenshots, and/or reproducing of the livestream is strictly prohibited.** The recording, publishing, broadcasting or other copying or transmission of courtroom proceedings by video, audio, still photography or any other means is strictly prohibited by Illinois Supreme Court Rule 68(A)(8) and is subject to the penalties for contempt of court. Observers should keep their video off and sound on mute.

Other Zoom Features

- **Breakout Room:** If two or more participants need to have a private conversation, the Judge can send them into their own meeting and then bring them back into the hearing when the conversation is over.
- **Share Screen:** This feature can be used to share documents that you have on your computer. The ability to present documents will depend on the courtroom. If a document needs to be shared with the participants, be prepared to show a PDF version from your computer with the "**Share Screen**" feature or in any other manner in which that court deems appropriate (i.e. Dropbox). The Host will be the only one to assign participants to share screen.
- **Chat Room:** This feature can also be used to send documents or messages. Some courtrooms may allow the chat rooms. However, you may not have a private chat with the judge at any time. If anyone uses the chat to have an ex parte communication (private chat) with the Judge, the Judge will let everyone know, and that person may be removed from the proceeding.
- **Interpretation:** An interpreter can join the Zoom meeting.

ZOOM FROM YOUR PHONE

How to use Zoom on your smart phone
for your remote court hearing



1

GO TO YOUR APP STORE

On iPhones, it is called the App Store. On Androids, it is called Google Play.



2

DOWNLOAD THE ZOOM APP

Search for the Zoom Cloud Meetings app in the search bar and download the FREE app called "ZOOM Cloud Meetings," and create a Zoom account.



ZOOM Cloud Meetings
Meet Happy
★★★★★ 965K



3

GO TO THE 16TH JUDICIAL CIRCUIT WEBSITE

Go to your search engine (not in the Zoom app) and enter the URL for the Court's website: <https://www.illinois16thjudicialcircuit.org>. Click on the LIVESTREAMING icon to attend your remote court hearing.



4

ACCEPT THE CONFIRM AGREEMENT

Click on "Agree." You may need to scroll around inside the pop up window to see the Agree button.

Please read the [YouTube Privacy Policy](#), and [Terms of Service](#) to continue.

Kane County Government does not collect user information related to YouTube.

You will have reduced functionality if you decline.

5

FIND COURT ROOM OR JUDGE

Once you find your Court Room or Judge, click on the "Join Hearing" link on the same line.

Court Room	Division	Judge	Court Call	Meeting Information
001	Family	Varied	Court Call	Join Hearing
005	Special Assignment	Hon. Michael Noland	Court Call	Join Hearing
101	Family	Hon. Julia Yetter	Court Call	Join Hearing
110	Civil	Hon. John A Noverini	Court Call	Join Hearing
111	Family	Hon. William Parkhurst	Court Call	Join Hearing

6

CLICK ON THE MEETING URL

The Zoom app will open and you will see your face.

101 SCHEDULE

Judge: Hon. Julia Yetter
Session Time: Monday through Friday: 9:00 a.m. to 12:00 p.m. and 1:30 p.m. to 4:30 p.m. sessions are remote only.
Meeting ID: 988 0113 2835
Password: 417730
Phone Only: (312) 626-6799
Meeting URL: <https://zoom.us/j/98801132835?pwd=T3FHQlM2cmFROFg3a2dwRXBaZjNk>
Phone One-Tap: +13126266799,,98801132835#,,,,,0#,,417730#

7

CLICK "JOIN WITH VIDEO"

You will be automatically asked to connect to video. If you are not asked, look for the camera symbol and click "Start Video."

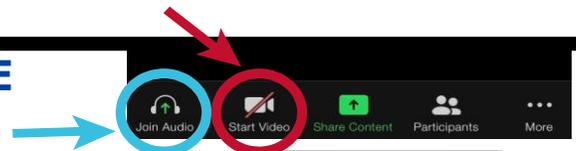
Join with Video

8

CLICK "JOIN AUDIO" AND CHOOSE "CALL OVER INTERNET"

You will be automatically asked to connect to audio. If you are not asked, look for the headphones symbol, click "Join Audio," and select "Call Over Internet."

You are now ready for your Zoom Hearing. You may need to wait your turn.



To hear others please join audio

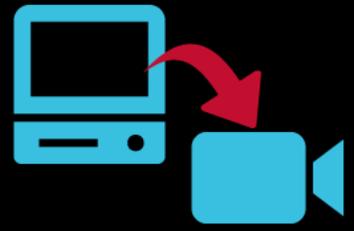
Call Over Internet

Dial in

Cancel

ZOOM FROM YOUR COMPUTER

How to use Zoom on your computer or laptop (with a webcam) for your remote court hearing



1

GO TO zoom.us/join

If the court gave you a link, click the link and follow the instructions.



2

TYPE YOUR INFORMATION AND CLICK "JOIN"

Type in the Meeting ID Number the court gives you in the box labeled **A** and click "Join."

Join a Meeting

3

CLICK "OPEN ZOOM MEETINGS"

If you don't have Zoom installed on your computer, click on "download and run Zoom" and open the .exe file to install Zoom.

4

TYPE YOUR INFORMATION AND CLICK "JOIN MEETING"

Type in the Meeting ID Number the court gives you in the box labeled **B**. Type in your full name in the box labeled **C**.

5

TYPE THE ZOOM MEETING PASSWORD

Type in the Zoom Meeting Password the court gives you in the box labeled **D** and click "Join Meeting."

6

CLICK "JOIN WITH VIDEO"

You will see a video preview before you join with video. If you do not want to appear with video, click "Join without Video."

7

CLICK "JOIN WITH COMPUTER AUDIO"

You can test your speaker and Microphone by click the words under "Join with Computer Audio."

Getting Ready for Your Remote Hearing:

- Check your internet or phone connection.
- Charge your computer or phone. Make sure you have enough minutes.
- Use earbuds or headphones if you can. This makes it easier to hear you speak.
- Look for the microphone symbol to mute and un-mute yourself.
- Keep yourself on mute when your case is not before the judge.
- Use an empty, quiet space where no one will interrupt you and with no background noise.
- Set the camera at eye level. If using a phone, prop it up so your hands are free.
- Pause before speaking in case there is audio/video lag.
- Even if you are at home, remember that a remote hearing is still an official court hearing and you should dress and behave appropriately.