

**IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS  
DOMESTIC RELATIONS DIVISION**

**GENERAL ADMINISTRATIVE ORDER: 2023 D 3 Amended**

**SUBJECT:** Daley Center Review of Petitions for Waiver of Court Fees Pursuant to Supreme Court Rule 298 and 735 ILCS 5/5-105

**EFFECTIVE IMMEDIATELY IT IS HEREBY ORDERED THAT:**

- A. A Petition for Waiver of Court Fees and Costs (“Fee Waiver Application”) shall be e-filed with the Clerk of the Circuit Court of Cook County. A Fee Waiver Application may be filed in person if the self-represented litigant qualifies for an e-filing exemption.<sup>1</sup> A Certification for Exemption from E-Filing must be filed prior to or on the same day a Fee Waiver Application is filed.
- B. The below protocol shall only apply to Domestic Relations Division cases heard at the Richard J. Daley Center (District 1), located at 50 W. Washington St., Chicago, IL 60602.
- C. This General Administrative Order shall not apply to Domestic Relations cases heard in Suburban Municipal Districts 2 (Skokie), 3 (Rolling Meadows), 4 (Maywood), 5 (Bridgeview), and 6 (Markham). Each district has a separate protocol for the Fee Waiver Application process that shall be followed. A litigant filing a Fee Waiver Application in a suburban municipal district shall contact the Clerk’s Office in that district for further information.<sup>2</sup>

**D. FEE WAIVER APPLICATIONS THAT ARE FILED IN PERSON WITH CERTIFICATION FOR EXEMPTION FROM E-FILING:**

- 1. Once a Fee Waiver Application and Certification for Exemption from E-Filing are filed in person, the Clerk of the Circuit Court shall inform the litigant to report to 1901A and speak with the division attorney assigned to emergency duty. The Clerk of the Circuit Court shall also inform the division attorney assigned to emergency duty of the pending Fee Waiver Application.
- 2. The judge assigned to hear emergency matters shall review and rule on the Fee Waiver Application immediately upon receipt of delivery from the division attorney.
- 3. The judge shall review and rule on the Fee Waiver Application on the basis of the information contained in the Fee Waiver Application without conducting a hearing,

---

<sup>1</sup> A copy of the Certification for Exemption from E-Filing is available at [https://ilcourtsaudio.blob.core.windows.net/antilles-resources/resources/cae1bf4a-5b64-4161-82e4-91c9c73c07a5/EWC\\_efilingwaivercert\\_Circuit.pdf](https://ilcourtsaudio.blob.core.windows.net/antilles-resources/resources/cae1bf4a-5b64-4161-82e4-91c9c73c07a5/EWC_efilingwaivercert_Circuit.pdf)

<sup>2</sup> Contact information for each district is available at <https://www.cookcountycourt.org/ABOUT-THE-COURT/County-Department/Domestic-Relations-Division>

unless the judge determines there exists a factual issue regarding the litigant's eligibility for a fee waiver.

4. In the event that the judge determines that a hearing is necessary to resolve a question of fact in a Fee Waiver Application, a hearing shall be conducted immediately or as soon as possible.
5. In the event the judge determines that an additional hearing must be conducted, the judge shall enter an order specifying: (1) the particular question(s) of fact that necessitate a hearing; (2) any documents to be submitted in support of the Fee Waiver Application at or before the next hearing; (3) instructions that the next hearing will be conducted by the regularly assigned calendar judge; (4) the date, time, and manner of the hearing; (5) the contact information for the regularly assigned calendar judge; and (6) the location of the Zoom assistance room located in the Daley Center.
6. The regularly assigned calendar judge, or any judge sitting in that judge's stead, shall review and rule on the Fee Waiver Application when the litigant appears for the scheduled hearing.
7. Any order entered pursuant to this General Administrative Order shall be transmitted to the Clerk of the Circuit Court for entry and delivery to the litigant.

**E. FEE WAIVER APPLICATIONS THAT ARE E-FILED:**

1. Once a litigant has e-filed a Fee Waiver Application, they shall email a copy of the filed Fee Waiver Application and proposed order to their regularly assigned calendar judge.<sup>3</sup>
2. The regularly assigned calendar judge, or any judge sitting in that judge's stead, shall review and rule on the Fee Waiver Application within seven (7) days of receipt. The judge shall review and rule on the Fee Waiver Application on the basis of the information contained in the Fee Waiver Application without conducting a hearing, unless the judge determines that there exists a factual issue regarding the litigant's eligibility for a waiver of court fees and costs.
3. In the event the judge determines that an additional hearing must be conducted, the judge shall enter an order specifying: (1) the particular question(s) of fact that necessitate a hearing; (2) any documents to be submitted in support of the Fee Waiver Application at or before the next hearing; (3) instructions that the next hearing will be conducted by the regularly assigned calendar judge; (4) the date, time, and manner of the hearing; (5) the contact information for the regularly

---

<sup>3</sup>Contact information for each judge is available at <https://www.cookcountycourt.org/ABOUT-THE-COURT/County-Department/Domestic-Relations-Division> OR <https://www.cookcountycourt.org/LinkClick.aspx?fileticket=2HYSXYuDlh0%3d&portalid=0>

assigned calendar judge; and (6) the location of the Zoom assistance room located in the Daley Center.

4. Any order entered pursuant to this General Administrative Order shall be transmitted to the Clerk of the Circuit Court for entry and delivery to the litigant.

**F. PENDING FEE WAIVER:** A litigant who has filed a Fee Waiver Application that has not yet received a ruling on their Fee Waiver Application may file pleadings in their case while the court's ruling is pending.

**G. LENGTH OF FEE WAIVER:** Fee Waivers expire one year from the date they are granted. Before or on the expiration of a litigant's Fee Waiver, litigants may file a new Fee Waiver Application pursuant to the above protocol in this General Administrative Order.

**H. CHANGE IN FINANCIAL CONDITIONS:** If, before or at the time of the final disposition of the case, the court obtains information that a litigant's financial condition has changed, the court may require the litigant to pay the fees that were waived or to pay fees moving forward.

---

Dated the 23rd day of January, 2024. This Order shall be spread upon the records of this Court and published. This Order amends General Administrative Order 2023 D 3, which was entered on November 28, 2023.

ENTERED:



*Scannicchio #2059*  
\_\_\_\_\_  
**HON. REGINA A. SCANNICCHIO**  
**Acting Presiding Judge**  
**Domestic Relations Division**