

Instructions for Probate Division Fee Waiver Applications for September 2021

In light of the 2020 global coronavirus pandemic, in order to protect the health and safety of the general public, Court personnel, and in furtherance of the measures set forth in Cook County Circuit Court General Administrative Order No. 2020-02 (amended October 9, 2020), until further notice, 298 fee waiver applications in the Probate Division will be managed pursuant to the following Instructions.

1. Procedure Prior to the Zoom hearing

a. In order to receive a Rule 298 fee waiver, you must file an [application](#) with the Clerk of the Circuit Court. Applications are available at the Daley Center in Room 1202 or at the [Circuit Court of Cook County webpage](#).

b. The completed application may be filed by email (probate298crt@cookcountycourt.com), by mail or federal express, or in person at the Daley Center in Room 1202. **Make sure that you put your correct email or mailing address at the bottom of the application.** This will ensure that an order will be returned to you after the Judge reviews your application.

c. Once you file the application, the Clerk's Office will either accept or reject it. If your application is rejected, you will receive a rejection email or letter explaining why the filing was rejected. You can then correct the application and refile.

d. If your application is accepted by the Clerks, you will be given a date and be notified via email to appear on Zoom where a Probate Division Judge will either grant or deny your application. **You may appear on Zoom after the Clerk accepts the filing of the application using these instructions.**

e. The system will automatically give you a date and notify you via email or letter to appear on Zoom after the date your filing is accepted. It is your responsibility to appear on Zoom on the scheduled date. Neither the Clerk's Office nor the Judge will remind you of your scheduled date.

f. You may not be required to appear on Zoom if the Judge approves your application before the hearing date. If you receive a stamped order approving the application, you should appear on Zoom on the court date scheduled for your case during the initial filing.

2. Accessing the Zoom Hearing

a. For the month of September, all fee waiver petitions will be heard by Judge Susan Kennedy Sullivan on her Zoom account. Do **not** come to the Daley Center as you will not be allowed into the courtroom.

b. Fee waivers will be heard between 11:00 AM and 12:00 PM each day. If you appear on Zoom after 12:00 PM, your petition will not be heard. You should appear on Zoom the following business day between 11:00 AM and 12:00 PM.

c. The meeting ID and password for Judge Kennedy Sullivan during the month of September is:

Meeting ID: 982-6205-3371

Password: 328621

Hyperlink: [Click here](#)

d. You will not be allowed to enter the meeting until the Host joins the meeting. The Host may be the Judge or a Probate Division staff member

e. The Zoom meeting can be accessed by computer, smartphone, or telephone:

i. To join the meeting by computer, go to www.zoom.us. At the top of the screen, click “Join a Meeting”. In the pop-up box that appears, enter the meeting ID number. Click Join. After clicking Join, you will be prompted to enter the meeting Password. After entering the meeting password, you will join the meeting.

ii. To join the meeting by smartphone application (app), search for “zoom.us” in your smartphone’s app store. From the search results, download and open the app entitled “ZOOM Cloud Meetings”. Accept the Terms and Conditions. Tap the blue button titled “Join a Meeting”. Enter the meeting ID number, the session ID number, and click Join. After clicking Join, you will be prompted to enter the Password. After entering the meeting password, you will join the meeting

iii. To join the meeting via telephone, dial (312) 626-6799 and enter the meeting ID number. You will be asked for the “session ID number”. There is no session ID number, so simply press pound (#). Upon pressing pound (#), you will be allowed into the meeting.

f. Upon joining, you may be placed in the “Waiting Room” and will remain there until you are checked in by the Host or the Co-Host.

i. Once admitted to the meeting, you should be ready to provide your name, case name, and case number. You should also have your state ID (e.g. driver’s license) readily available so that the Judge can verify your identity. If you are appearing via telephone, the Judge will swear you in and have you testify under oath as to your identity.

3. After the Zoom Hearing

a. After the Judge either approves or denies your application, the Judge will sign the order. Next, a clerk will enter the order and send you a stamped copy of the order via email or mail. For this reason, **make sure that the application you submitted has your email or mailing address at the bottom of page 3.** If you do not have an email address, list your mailing address and the order will be mailed to you.

b. If you do not receive a stamped copy of your fee waiver order by email within 48 hours of the hearing, email probatedivservices@cookcountycourt.com. If you do not have an email address and do not receive the order in the mail within ten (10) days, call (312) 603-6441.

c. After the Judge approves your application and you receive the stamped copy of the order, you should appear on Zoom on the court date scheduled for your case during the initial filing.

4. Questions or Concerns

a. If you have any problems accessing the meeting send an email to Joseph Fleming at joseph.fleming@cookcountyl.gov with “URGENT: 298 Zoom Hearing” in the subject line. In the body of the email, include your name, case number, phone number, and the problem you are having. You will be contacted to facilitate your access to the meeting. You can also contact the Probate Division at (312) 603-7545 or (312) 603-7546.