Instructions for Probate Division
Rule 298 Fee Waiver Applications for November 2026

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 may appear on Zoom after the Clerk accepts the filing of the application using these instructions.

2. Accessing the Zoom Hearing

a. For the month of November, all fee waiver petitions will be heard by Judge Jesse Outlaw.

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. If that happens, you should appear on Zoom any subsequent business day in November between 11:00 AM and 12:00 PM.

c. **Please make sure to have your case number ready before joining the call and be prepared to provide it to the judge when asked.**

d. The meeting ID and password for Judge Jesse Outlaw on Calendar 12 in November is:

Meeting ID: 950-4590-0846 **Password:** 383491 **Hyperlink:** Click here

e. 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

f. 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.

g. 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 next 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@cookcountyil.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.