



STATE OF ILLINOIS APPELLATE COURT
FOURTH DISTRICT

Notice from the Fourth District Appellate Court Clerk

The Fourth District Appellate Court Clerk's Office is open to conduct court business. Contact the Clerk's Office by calling **(217) 782-2586**.

To file a document:

- (1) Use Odyssey EFileIL or any other approved service provider; or
- (2) If you must file a document on paper because you have a waiver exempting you from electronic filing or because you do not have access to a computer or the Internet, mail the document to **Fourth District Appellate Court, 201 West Monroe Street Springfield, IL 62704**; or
- (3) Leave the document with the Clerk's office staff at the Fourth District Courthouse at the address above.

If you need to obtain a standardized form for filing a Motion to Waive Appellate Court Filing Fee, Docketing Statement, Motion, Brief or any other approved standardized form:

- (1) All approved standardized forms can be found at:
<http://www.illinoiscourts.gov/Forms/approved/appellate/appellate.asp>
- (2) If you do not have access to a computer or the Internet, please contact the Clerk's Office at (217) 782-2586, identify the form you need, and it will be mailed to you.
- (3) If you do not have a mailing address or post office box, the form can be provided to you on paper if you appear at the Courthouse at the address above during regular business hours, 8:30 a.m. to 4:30 p.m. Monday through Friday except Court holidays.