

**ADMINISTRATIVE AND PROCEDURAL RULES OF THE ILLINOIS APPELLATE  
COURT - FOURTH DISTRICT**

**201 West Monroe Street, Springfield, IL 62704**

Revised 5/2019

Illinois Supreme Court Rule 22(h) authorizes this court to adopt rules of practice consistent with the Illinois Supreme Court Rules, the Uniform Administrative and Procedural Rules of the Illinois Appellate Courts, and the Illinois Compiled Statutes.

**1. Filing and Form of Documents Filed in the Appellate Court**

Attorneys and self-represented litigants must electronically file all documents in civil cases, except documents exempted by Illinois Supreme Court Rule. Attorneys and self-represented litigants may not file documents through any alternative filing method, except in the event of emergency upon leave of Court or unless the Court has granted a motion for waiver of e-filing. A list of approved Electronic Filing Service Providers and additional associated information is located at <http://efile.illinoiscourts.gov/service-providers.htm>.

Attorneys and self-represented litigants may electronically file documents in criminal cases. If not filed electronically, all criminal filings must be forwarded to the Appellate Court Clerk's office either by personal delivery or by the United States Postal Service or similar courier to:

**Fourth District Appellate Court Clerk  
201 West Monroe Street  
Springfield, Illinois 62704**

Unless received after the due date, documents and materials filed conventionally in criminal cases will be deemed filed upon receipt by the Appellate Court Clerk (Illinois Supreme Court Rule 373). If received after the due date, the time of mailing shall be deemed the time of filing. Proof of mailing shall be as provided in Illinois Supreme Court Rule 12.

All documents filed with the Appellate Court must comply with Illinois Supreme Court Rules and must be signed by at least one attorney of record whose professional physical address, email address, and Illinois Attorney Registration and Disciplinary Commission number must be listed. Self-represented litigants shall sign their name and provide a physical address and email address.

**2. Appearance and Withdrawal of Attorneys**

Attorneys shall file an appearance or other pleading before addressing the Appellate Court unless presenting a motion for leave to appear by intervention or otherwise. Procedures for withdrawal shall be consistent with Illinois Supreme Court Rule 13(c).

**3. Address Changes**

All attorneys and self-represented litigants shall immediately notify the Appellate Court Clerk of any change of physical or email address. The notice shall be served on all parties of record.

**4. Contents of the Record on Appeal**

The contents of the record on appeal are specified in Illinois Supreme Court Rules 321 and 608. The standards for the electronic filing of the record on appeal are set forth in the Illinois Supreme Court's *Standards and Requirements for Electronic Filing the Record on Appeal Manual*.

### **5. Review of Administrative Orders**

The procedure for direct review of Administrative Orders by the Appellate Court is defined in Illinois Supreme Court Rule 335.

### **6. Briefs**

All briefs filed with the Appellate Court must be signed by at least one attorney of record whose professional physical address, email address, and Attorney Registration and Disciplinary Commission number shall be listed. Self-represented litigants shall sign their name and provide a physical address, email address, and telephone number. The form, length, number of copies, format of briefs, and time deadlines must comply with Illinois Supreme Court Rules 341 through 345.

### **7. Filing Fees and Reproduction of Materials**

As of January 1, 2015, in all cases docketed in the Appellate Court, all appellants shall pay a filing fee of \$50. Appellees, upon entry of appearance or filing of any document, shall pay a \$30 fee as required by section 705 of the Appellate Court Act (705 ILCS 105/28), Illinois Supreme Court Rule 313, and Supreme Court Administrative Order M.R. 3140.

The Appellate Court Clerk's office will not produce paper copies of certified records on appeal for any party or non-party. Reproductions of other documents filed with the Appellate Court Clerk may be requested and, if the request is granted, will be provided at the cost of \$0.25 per page (Supreme Court Administrative Order M.R. 10958).

The Appellate Court's computer system and the information contained in that system, including but not limited to internal electronic court communications and internal administrative documents, will not be printed or provided to any party, his or her attorney, or the general public.

### **8. Motions**

Motion titles shall reflect the precise nature of the relief sought, such as "Motion for Extension of Time to File the Appellant's Brief" rather than merely "Motion" or "Motion for Extension of Time."

Motions shall state the relief sought and the support for the motion. When the motion is based on facts that do not appear of record, the motion shall be supported by affidavit. If counsel has conferred with opposing counsel and opposing counsel has no objection to the motion, that fact shall be stated in the motion title, body, and affidavit in order to allow the Appellate Court to rule on the motion. The procedures for motions are specified in Illinois Supreme Court Rules 361 and 610.

### **9. Emergency Motions**

Emergency motions shall be filed and proceed pursuant to Illinois Supreme Court Rule 361(g). No emergency motion may be filed in the Appellate Court unless the appeal has been docketed following receipt of a filed notice of appeal or interlocutory petition under applicable Illinois Supreme Court Rules.

The words “Emergency Motion” must appear in the title. If the emergency motion requires action by this Court by a certain date or time, that information must be set forth in the first paragraph of the motion. The motion shall specify the nature of the emergency and the grounds for the specific relief requested.

The party filing the emergency motion shall serve all other parties. The type of service made shall be specifically indicated on the Certificate of Service.

Emergency motions shall only be filed when a matter involves a genuine emergency. Motions for extension of time to file a record or brief are not considered emergencies.

Upon receipt of an Emergency Motion, the Appellate Court may

1. Wait for the time provided by Supreme Court Rule for a response;
2. Enter an order requesting a response by a specific date or time;
3. Enter an order resolving the motion; or
4. Take whatever action is deemed appropriate.

#### **10. Disposition of Cases**

Where no appellee brief is timely filed, a case will be considered ready for submission to the Appellate Court fourteen (14) days after the day the brief is due to be filed, unless a timely motion for extension of time to file the brief is filed. If a timely motion for extension of time is filed, but no brief is subsequently timely filed, the case will be considered ready for submission to the Appellate Court on the due date determined by the resolution of the motion(s) for extension.

All other cases will be considered ready for disposition upon the timely filing of the appellant reply brief (or cross-reply brief). Where no reply brief (or cross-reply brief) is timely filed, a case will be considered ready for disposition on the day the reply brief (or cross-reply brief) is due to be filed, unless a timely motion for extension is filed.

If a timely motion for extension is filed but no reply brief (or cross-reply brief) is subsequently timely filed, the case will be considered ready for disposition as of the due date determined by the resolution of the motion or motions for extension. See last page of this document for appeal time schedule.

#### **11. Mandatory Accelerated Disposition of Child Custody Appeals**

The expedited procedures in Illinois Supreme Court Rule 311(a) shall apply as the rule directs. If the appeal is taken from a judgment or order affecting other matters, issues, or decisions affecting the rights of persons other than the child, the court may handle all pending issues using the expedited rules in Rule 311(a).

## **12. Appeals advanced in Delinquent Minor Cases**

The expedited procedures in Illinois Supreme Court Rule 660A shall apply to appeals from final judgments in delinquent minor proceedings arising under the Juvenile Court Act.

## **13. Accelerated Timetable for cases other than appeals filed under Rules 311(a) and 660A**

All accelerated cases must adhere to the following due date schedule:

1. The record on appeal (or certificate in lieu of record) and the report of proceedings shall be filed no later than 35 days after the filing of the notice of appeal. Any request for extension of the time for filing shall be accompanied by an affidavit of the court clerk or court reporter stating the reason for the delay and shall be served on the trial judge and the chief judge of the judicial circuit.
2. The appellant brief must be filed within 21 days of the filing of the record or certificate in the Appellate Court.
3. The appellee brief must be filed within 21 days thereafter.
4. Any reply brief must be filed within 7 days thereafter.
5. In the case of a cross-appeal, the cross-reply brief must be filed within 7 days thereafter.

**Requests for continuance are disfavored and shall be granted only for compelling circumstances** (Illinois Supreme Court Rule 311(a)(7)).

When a motion requesting a continuance is based on a delay in the preparation of the record, the motion shall detail the proceedings at the status hearing required by Illinois Supreme Court Rule 311(a)(3), including the trial court's determination of the record and whether the trial judge has requested the chief judge's assistance in resolving any filing delays. The motion shall also attach a file-stamped copy of any order entered by the trial court at the status hearing and an affidavit of the clerk or court reporter stating the reason for the delay.

## **14. Disposition of Accelerated Cases**

Where no appellee brief is timely filed, an accelerated case will be considered ready for disposition seven days after the day that the brief is due to be filed, unless a timely motion for extension of time to file the appellee brief is filed. If a timely motion for extension of time is filed but no appellee brief is subsequently timely filed, the case will be considered ready for disposition seven days after the due date determined by the resolution of the motion or motions for extension of time.

All other accelerated cases will be considered ready for disposition upon the timely filing of the appellant reply brief (or cross-reply brief, if applicable). Where no reply brief (or cross-reply brief) is timely filed, a case will be considered ready for disposition on the due date for the reply brief (or cross-reply brief) unless a timely motion for extension of time is filed.

If a timely motion for extension is filed but no reply brief (or cross-reply brief) is subsequently

timely filed, the case will be considered ready for disposition as of the due date determined by the resolution of the motion or motions for extension of time.

**15. Oral Arguments**

Cases in the Appellate Court shall be called for argument or submitted without argument in the sequence and manner provided by Illinois Supreme Court Rules 351 and 352.

Appellant(s) and appellee(s) shall receive a total of 20 minutes for oral argument. The appellant(s) will receive a total of 5 additional minutes to present rebuttal. Oral argument shall omit the recitation of the facts and procedural history of the case except to the extent necessary to frame the issues presented on appeal.

In Workers' Compensation cases, the appellant(s) and appellee(s) shall receive a total of 15 minutes for oral argument with 5 additional minutes to present rebuttal for appellant.

**16. Rehearing**

A petition for rehearing may be filed within 21 days after the filing of the judgment (Illinois Supreme Court Rule 367).

**17. Recording of Proceedings**

Audio recordings of all oral arguments in the Appellate Court are available at [www.illinoiscourts.gov](http://www.illinoiscourts.gov)

**18. Workers' Compensation Commission Appeals**

A five-judge panel of the Appellate Court will sit as the Workers' Compensation Commission division of each district of the Appellate Court and will hear and decide all appeals involving review of orders from the Workers' Compensation Commission. (Illinois Supreme Court Rule 22(i)).

**19. Fourth District Appellate Courthouse Building**

The Fourth District Appellate Court Clerk's office is open for the transaction of business from 8:30 a.m. to 4:30 p.m. each day except Saturdays, Sundays, and legal holidays as determined by the Illinois Supreme Court.

**TIME SCHEDULE FOR AN APPEAL**

DAY 0            An appealable order is entered.

DAY 30            The notice of appeal must be filed in the Circuit Court within 30 days of the entry of an appealable order. **The filing of the notice of appeal begins a new time schedule.**

DAYS 0-7 The notice of appeal must be filed, with proof of service, in the Appellate Court.

DAY 1 to 14 Appellant orders transcripts and requests the circuit clerk to prepare the Record on Appeal.

DAY 14 Docketing statement must be filed in the Appellate Court.

DAY 49 Report of proceedings filed with Circuit Court Clerk (seven weeks after notice of appeal.)

DAY 63 Record on appeal must be filed in the Appellate Court (nine weeks after notice of appeal.) **The filing of the record begins a new time schedule.**

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DAY 0 The record or certificate in lieu of record must be filed in the Appellate Court.

35 DAYS The appellant brief is due 35 days (five weeks) after the record is filed.

35 DAYS The appellee brief must be filed 35 days (five weeks) after the due date of the appellant brief.

14 DAYS The appellant reply brief must be filed 14 days (two weeks) after the due date of the appellee brief.

**The case proceeds to the oral or nonoral calendar.**

**See the attached documents for specific information related to electronic filing.**

**Appendix A**

Fourth District Appellate Court Electronic Filing Procedures and User Manual

**Appendix B**

Electronic Case Transfer Standards for Illinois Circuit Courts

## **Appendix A**

# Fourth District Appellate Court Electronic Filing Procedures and User Manual

**FOURTH DISTRICT APPELLATE COURT ELECTRONIC FILING PROCEDURES AND  
USER MANUAL**

Revised November 14, 2017

1. **Electronic Filing Required in Civil Cases.** Unless exempt under Illinois Supreme Court Rules, all documents filed by attorneys and self-represented litigants in civil appeals shall be filed electronically in accordance with the Illinois Supreme Court Rules, the Order entered January 22, 2016, by the Supreme Court of Illinois in *In re: Mandatory Electronic Filing in Civil Cases* (M.R. 18368), and as provided in this *Illinois Appellate Court Electronic Filing Procedures and User Manual (Manual)*.

Documents in criminal appeals may be filed electronically.

2. **Definitions.** The following terms shall be defined as:

- a. **"Electronic Filing"** (e-filing) means filing a digital document with the Appellate Court directly from the registered user's computer or the Public Access Terminal using an approved EFSP.
- b. **"Electronic Filing Manager"** (EFM) the Supreme Court of Illinois's central e-filing service used by all Illinois courts which manages the flow of e-filed documents from the registered user to the Appellate Court via the EFSP.
- c. **"Electronic Filing Service Provider"** (EFSP) means an independent company approved in the State of Illinois at <http://efile.illinoiscourts.gov/service-providers.htm> to operate a web portal that transmits e-filings from the registered user through the EFM to the intended court.
- d. **"Envelope Number"** means a unique number assigned by the EFM to each e-filing transaction, which may be used to track an e-filing transaction.
- e. **"Hyperlink"** means a link from a hypertext file or document to another location or file, typically activated by clicking on a highlighted word or image on the screen.
- f. **"PDF"** means Portable Document Format, a proprietary file format developed by Adobe Systems, Inc.
- g. **"Public Access Terminal"** means a publicly accessible computer and scanner provided by the Appellate Court for the purposes of facilitating electronic filing with the court. The Public Access Terminal is available during normal business hours in the Appellate Court Clerk's offices.
- h. **"Registered User"** means an individual who has registered a username and password with the EFSP.
- i. **"Technical Failure"** means a malfunction of the EFM, EFSP, or the Illinois Court's hardware, software, and/or telecommunications facility, which results in the inability of a registered user to submit a document for e-filing. It does not include the failure of a registered user's equipment.
- j. **"Transaction Confirmation"** means a confirmation transmitted to a registered user after the user has submitted a transaction through an EFSP to the Appellate Court. At a minimum, the transaction confirmation displays a transaction number and the date and time the transaction was submitted by the registered user through the EFSP. The transaction confirmation may serve as the filer's proof of submission.

3. **Secured Documents.**

- a. Confidential, impounded, sealed, or otherwise secured documents ("secured") shall be submitted

only when clearly designated as such at the time of filing.

- b. Motions for leave to file a secured document may be e-filed and must be designated as such at the time of submission. The secured document shall be submitted at the same time as the motion, but in a separate transaction than the transaction containing the motion.

#### **4. Registration, Change of Contact Information, Usernames, and Passwords.**

- a. Registration to become a registered user through efileIL is available on an approved EFSP's website. For a list of approved EFSP vendors, visit <http://efile.illinoiscourts.gov/service-providers.htm>
- b. The registrant shall provide all requested registration information including a secure username and password to the EFSP. This username and password shall also function as a signature on each e-filed document, as provided in paragraph 6, and will authorize payment of all filing fees and service fees, if any, as provided in paragraph 9.
- c. If an attorney is suspended or disbarred by the Supreme Court of Illinois, e-filing account access will be suspended.
- d. The Appellate Court reserves the right to revoke any registered user's privileges with or without cause.
- e. Once registered, it is the responsibility of the registered user to keep contact information, including e-mail address, current with the Appellate Court and the EFSP.

#### **5. Format of an E-Filed Document.**

- a. Except as otherwise provided, an e-filed document shall comply with the current Illinois Supreme Court Rules, including but not limited to page and word limitations, page size, font type, margin width, and font size.
- b. E-filed documents must be in text-searchable PDF format compatible with the latest version of Adobe Reader. Except as otherwise provided by this manual, an e-filed document generated by a word processing program must not be a scan of the original, but must instead be converted directly into a PDF file using Adobe Acrobat, a word processing program's PDF conversion utility, or another software program. Whenever possible, scanning should be avoided.
- c. If scanning is unavoidable, the scanned document must be made searchable using optical-character-recognition (OCR) software, such as Adobe Acrobat Professional, and have a resolution of 300 dots per inch (dpi) with a "black and white" setting.
- d. The size of any single transaction shall not exceed 150 megabytes (MB).
- e. Documents in different cases submitted in a single transaction will be rejected.
- f. Documents submitted for e-filing shall at the end of the document include a proof of service for the filing and any other item required by the Illinois Supreme Court Rules as a single file.
- g. If a document requires leave of court before filing, the registered user shall attach the proposed document as an exhibit to the motion for leave in a single transaction. The proposed document shall also be submitted for e-filing, but in a separate transaction than the transaction containing the motion requesting leave.
- h. Appendix materials may be scanned if necessary, but scanning should be avoided whenever possible. An appendix shall be combined into one file with the document with which it is associated for purposes of e-filing, unless the resulting computer file would exceed 150 MB. In

such case, the registered user is responsible for dividing the document into appropriately sized parts, with each part having a separate page that labels each part of the appendix (e.g. Appendix 1; Part 2 etc.) and submitting the parts in separate transactions that do not exceed 150 megabytes.

- i. An e-filed document may contain hyperlinks to another part of the same document, an external source cited in the document, an appendix item associated with the document, or a record citation. A hyperlink within an appendix item is also permitted. Any external material behind the link is not part of the e-filing.
- j. An e-filed document must not contain a virus or malware. The e-filing of a document constitutes a certification by the registered user that the document has been checked for viruses and malware.
- k. The color of the cover of a brief, whether electronic or paper, shall comply with Illinois Supreme Court Rule 341.
- l. The Appellate Court may reject an e-filed document for failure to comply with Illinois Supreme Court Rules or this Manual.

#### **6. Signatures on E-Filed Documents.**

- a. Except as otherwise provided, the registered user's confidential, secure username and password constitute the registered user's signature in compliance with the Illinois Supreme Court Rules and statutes regarding original signatures on court documents. When a signature is provided in this manner, the registered user must also include either an "/s/" and the registered user's name typed in the space where the registered user's signature would otherwise appear or an electronic image of the registered user's signature, which may take the form of a public key-based digital signature or a scanned image of the registered user's signature.
- b. The registered user shall not allow his or her username or password to be used by anyone other than an agent who is authorized by the registered user.
- c. If a document is notarized, sworn to or made under oath, the registered user must e-file the document as a scanned image containing an image of the necessary original signature(s). A document certified pursuant to Section 1-109 of the Code of Civil Procedure may contain an electric signature as described in subparagraph a.
- d. If a document requires the signature of an opposing party, the registered user must e-file the document as a scanned image containing the opposing party's signature.

#### **7. Timing of E-Filing.**

- a. The EFSP and the EFM are agents of the Appellate Court for the purpose of e-filing and receipt of electronic documents. Upon submission of an e-filed document, the EFSP will return to the registered user a transaction confirmation, which shall serve as proof of submission.
- b. A document will be considered timely submitted if e-filed before midnight on or before the date on which the document is due.
- c. A document submitted electronically after midnight or on a day when the Appellate Court Clerk's office is not open for business will, unless rejected, be file stamped on the next day the clerk's office is open for business.
- d. A document submitted to the Appellate Court Clerk for filing shall be deemed filed upon review and acceptance by the clerk. The filed document shall be endorsed with the clerk's electronic file

mark setting forth, at a minimum, the identification of the district (and division, if applicable) of the Appellate Court, the Appellate Court Clerk, and the date and time of filing.

- e. After the Appellate Court Clerk reviews an e-filed document, the registered user will receive an e-mail notification of the review results.
- f. In the event the Appellate Court Clerk rejects a submitted document, the document will not be filed and the registered user will receive an electronic notification of the reason(s) for rejection.
- g. A document properly e-filed pursuant to paragraph 5 of this policy, which requires a motion and an Appellate Court order allowing its filing, will be deemed filed on the date the motion is granted.
- h. If a document is untimely due to any technical failure, the registered user may seek appropriate relief from the Appellate Court, upon good cause shown.

**8. Proof of Service.**

- a. Documents filed electronically shall be served on all parties and/or counsel of record in accordance with the Illinois Supreme Court Rules. The proof of service shall advise all parties and/or counsel of record as to the method of service and specify the document was electronically filed.
- b. If a document requires an Appellate Court order allowing its filing, no additional proof of service is required as long as the original proof of service filed with the motion for leave to file the document includes a reference to the unfiled document and is served on all parties and/or counsel of record.

**9. Payment of Filing Fees.**

- a. Registered users filing documents electronically shall pay the applicable filing and appearance fees electronically to the Appellate Court through the EFSP at the time of filing.
- b. Registered users requesting waiver of fees shall file an application for waiver of fees pursuant to Illinois Supreme Court Rule 298. The application shall be a separate transaction from the transaction containing the document for filing. If the application for waiver of fees is denied, the document will not be filed.

Approved: June 19, 2017, eff. July 1, 2017; revised November 14, 2017

## **Appendix B**

# Electronic Case Transfer Standards for Illinois Circuit Courts

# **Electronic Case Transfer Standards for Illinois Circuit Courts**

(Effective November, 2018)

Pursuant to Supreme Court Order M.R. 18368, Mandatory E-Filing in Civil Cases, filed January 22, 2016, the Supreme Court authorizes these *Electronic Case Transfer Standards for Illinois Circuit Courts (Standards)*. Cases transferred between Illinois counties on Order for Change of Venue or other court order shall be exchanged via the Supreme Court's Electronic Filing Manager pursuant to these *Standards*.

## **1. Definitions**

- a. *Bookmark* - A type of link with representative text in the Bookmarks panel in the navigation pane of Adobe applications. Each bookmark links to a different view or page in the document.
- b. *Confidential Records* – A sealed, impounded, confidential, expunged, secured or otherwise protected document(s) which is not accessible by the public.
- c. *eFileIL* – The Supreme Court's approved central Electronic Filing Manager (EFM) service which integrates with all Electronic Filing Service Provider software and is used by all Illinois courts to process filed documents.
- d. *Portable Document Format (PDF)* – A computer file format developed by Adobe Systems for reproducing a document in a manner that is independent of the application software, hardware, and operating system originally used to create the document.
- e. *Record Sheet* – Chronological register of all documents filed, all orders entered, and all proceedings held in a case.

## **2. Preparation and Assembly of the Record**

- a. General Provisions
  - i. To the extent practicable, all documents shall be in Portable Document Format (PDF) with a minimum resolution of 300 Dots per Inch (DPI) and maximum of 600 DPI, scanned in black and white mode, with black text on white background and shall be text searchable. Scanned documents should meet the resolution and search formatting requirements of this section.
  - ii. Each part of the record shall be assembled in documents of no more than 25 MB each. The maximum size of any one envelope is 50 MB. Records exceeding the 25 MB per document limits shall be divided into appropriately sized volumes.
  - iii. Each PDF part shall include bookmarks where possible, immediately viewable when the document is opened, to individual documents.
  - iv. Documents in each part shall be assembled by date filed; each document in sequential order, beginning with oldest to most recent.
- b. Record Sheet - The Record Sheet shall be assembled as a single PDF document.

## **Electronic Case Transfer Standards for Illinois Circuit Courts**

(Effective November, 2018)

- c. Case Record
  - i. Case records shall be assembled as a single PDF document.
  - ii. As required by 735 ILCS 5/2-106, a Certification page (see appendix 1) shall be included as Page 1 of the Case Record, which shall state, at a minimum, the Case Record contains the originals of all papers filed in the case together with copies of all orders entered.
  - iii. All non-confidential Case Records shall be assembled beginning immediately after the Certification page.
- d. Fee Waiver – If a Petition for Fee Waiver is requested, the petition is to be uploaded by the transferring county. Existing Fee Waiver's shall remain in full force and effect unless reviewed and denied by receiving court.
- e. Confidential Case Records
  - i. All Confidential Case Records shall be assembled as a single PDF document.
  - ii. The court or clerk is not responsible for content of filed documents and have no obligation to review, redact or screen any confidential information contained in such records. Documents that have been maintained as secured, sealed, or impounded shall be transferred as confidential.

### **3. Transmission of the Record**

- a. Once the Case Record has been prepared and assembled per these *Standards*, the circuit court clerk shall transmit the record to the receiving circuit court clerk as a new filing pursuant to options available in the configuration coding standards. Filing of the Confidential Case Record shall be labeled as "confidential" through eFileIL.
- b. Using the standard workflow of eFileIL, notification shall be provided to the circuit court when the record is delivered. The notification shall include the date and time of the record's delivery.
- c. Unless a fee waiver is included or ordered, payment of required filing fees shall be collected by the transmitting county and forwarded to the receiving county via US Mail (regular or certified), electronic fund transfer, or other authorized methods as may be agreed upon. If payment is being forwarded outside eFileIL, the transmitting county shall make appropriate notations that payment is being forwarded separately and select "waiver" as the payment method. The receiving court may use customized queues to assist with organization and isolation of payment pending transactions. If payment is not received within a reasonable time, the filing may be dismissed on motion or rejected and returned to the originating county.
- d. Once the Case Record and payment, or fee waiver, is received, the clerk shall affix the electronic file mark setting forth, at a minimum, the identification of the court, the clerk, the date, and the time of filing. The transmission date and time shall govern the electronic file mark. If a Case Record is transmitted on a day the clerk's office is not open for business, the electronic file mark shall indicate the next business day. Using

**Electronic Case Transfer Standards for Illinois Circuit Courts**  
(Effective November, 2018)

the standard workflow of eFileIL, upon the receiving clerk's review and validation of the filing, a message shall be transmitted to the transmitting county that the clerk has accepted or rejected the electronic transmission.

- e. The court or clerk shall not be liable for malfunction or errors occurring in the electronic transmission, receipt or access to electronically filed documents.
- f. If a Case Record submitted electronically is rejected or not filed due to exchange malfunction, the court may, upon good cause shown, enter an order permitting the Case Record to be filed effective as of the first date of the attempted filing.

**Electronic Case Transfer Standards for Illinois Circuit Courts**  
(Effective November, 2018)

**Appendix 1**

CIRCUIT COURT OF THE \_\_\_\_\_ JUDICIAL CIRCUIT  
\_\_\_\_\_ COUNTY, ILLINOIS

\_\_\_\_\_  
Plaintiff/Petitioner

vs.

Case No. \_\_\_\_\_

\_\_\_\_\_  
Defendant/Respondent

**CERTIFICATION OF RECORD**

The record for transfer has been prepared and assembled in the form required for transmission to the receiving court.

It consists of:

\_\_\_\_\_ Volume(s) of the Case Record, containing \_\_\_\_\_ pages.

I do hereby certify that this certification of the record pursuant to 735 ILCS 5/2-106 to be a true and complete copy containing the originals of all papers filed in the case, including all orders entered, issued out of my office this \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_, Clerk of the Circuit Court