

STATE OF ILLINOIS, CIRCUIT COURT _____ COUNTY	PROOF OF DELIVERY	<i>For Court Use Only</i>
Instructions ▼	_____ Plaintiff / Petitioner (First, middle, last name or Company) v. _____ Defendant / Respondent (First, middle, last name)	
Directly above, enter the name of the county where the case was filed.		
Enter the name of the person or company that filed this case as Plaintiff/Petitioner.		
Enter the Case Number given by the Circuit Clerk.		
	_____ Case Number	

In **1**, enter the name of the court document you are sending to the other parties in the court case (e.g., a Court Order or Answer).

In **1a**, enter the name, mailing address, and email address of the party or lawyer to whom you sent the document.

In **1b**, check the box to show how you sent the document, and fill in any other information required on the blank lines.

CAUTION: If the other party does not have a lawyer, you may send the document by email only if the other party has listed their email address on a court document.

In **c**, fill in the date and time that you sent the document.

In **2**, if you sent the document to more than 1 party or lawyer, fill in **a, b,** and **c**. Otherwise leave **2** blank.

1. I am sending the following court document: _____

a. To:
 Name: _____
 First Middle Last
 Address: _____
 Street, Apt # City State ZIP
 Email address: _____

b. By: Personal hand delivery
 Regular, First-Class Mail, put into the U.S. Mail with postage paid at:

 Address of Post Office or Mailbox
 Third-party commercial carrier, with delivery paid for at:

 Name (for example, FedEx or UPS) and office address
 The court's electronic filing manager (EFM) or an approved electronic filing service provider (EFSP)
 Email (not through an EFM or EFSP)
 Mail from a prison or jail at:

 Name of prison or jail

c. On: _____
 Date
 At: _____ a.m. p.m.
 Time

2. I sent this document:

a. To:
 Name: _____
 First Middle Last
 Address: _____
 Street, Apt # City State ZIP
 Email address: _____

Enter the Case Number given by the Circuit Clerk: _____

- b. By: Personal hand delivery
 Regular, First-Class Mail, put into the U.S. Mail with postage paid at:

Address of Post Office or Mailbox

- Third-party commercial carrier, with delivery paid for at:

Name (for example, FedEx or UPS) and office address

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 Mail from a prison or jail at:

Name of prison or jail

c. On: _____
Date

At: _____ a.m. p.m.
Time

- I have completed an *Additional Proof of Delivery* form.

If you sent your document to more than 2 parties or lawyers, check the box and file the *Additional Proof of Delivery* with this form

Under the Code of Civil Procedure, [735 ILCS 5/1-109](#), making a statement on this form that you know to be false is perjury, a Class 3 Felony.

If you are completing this form on a computer, sign your name by typing it. If you are completing it by hand, sign and print your name.

I certify that everything in the *Proof of Delivery* is true and correct. I understand that making a false statement on this form is perjury and has penalties provided by law under [735 ILCS 5/1-109](#).

/s/
Your Signature

Street Address

Print Your Name

City, State, ZIP

Telephone